

# ID/ACCESS CONTROL OFFICE

NEWSLETTER SEPTEMBER 2022



Do you need help? Call us!

**949-252-5250**

## Did you know ?

If an applicant is no longer moving forward with the badging process, Authorized Signers need to inform the badging office. The applicant's profile needs to be terminated and the background needs to be halted.

The reason for this is that Authorized Signers are not able to change privileges or make changes to the record within SAFE.

SEESAY Day is September 25th to promote continued vigilance in the John Wayne Airport Security program. In conjunction with the Department of Homeland Security's (DHS) "If you See Something, Say Something" campaign, the ID/Access Control and Credentialing Office asks for your on-going assistance to ensure suspicious persons and activities are reported to 949.252.5000.

All badge holders are required to challenge anyone not displaying proper ID within the Secure Identification Display Area (SIDA).

## Avoiding Duplicate Profiles

When onboarding new applicants on the SAFE Portal, it's essential to know if the applicant has previously applied for a badge, even if they did not complete the process. If they have, the applicant will have a profile in SAFE. If this is the case, please do not create another profile, as it results in duplicate profiles for one person.

Authorized Signatories might not have access to the applicant's existing profile. Possible reasons might be because the applicant applied with another company or their profile has been suspended. If you cannot pull up their profile, please call badging reception, and we will assist you in activating the profile or updating your company name to their profile so you can have access.

If the applicant is badged with another company or their profile was suspended, you are unable to schedule them for an appointment. A few reasons could be because they let their badges lapse or the Authorized Signer terminated it. If this is the case, contact the ID/Access Control Office, and we will activate their profile.

## Fingerprints for Airline Contracted Service Operators

New airline operator contracted employees requesting unescorted access to the SIDA are now required to have their fingerprints taken at the ID/Access Control Office and pay the \$31 service fee. Companies will no longer need to request the CHRC clearance case number from their originating airline. This number will now come directly to the ID/Access Control Office from Fingerprint Results Distribution (FPRD) site.

