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| MSP Airport authorized signers,This is the first of a new authorized signer newsletter that will be e-mailed to all MSP authorized signers periodically. The Airport Police Department is collaborating on the newsletter with the MAC's Public Affairs and Marketing Department to send out timely information on employee badging topics.Please keep an eye out for the newsletter in your e-mail inbox.**$200 expired and non-returned badge fee reminder**Effective January 1, 2019, companies will be billed a non-refundable fee of $200 if a badge isn’t returned within 10 calendar days of its expiration or deactivation. This policy adds the fee for expired badges to our existing non-returned badge fee.All badges need to be returned to the badging office if an employee leaves a company regardless whether that employee has a second company on the badge. The $200 fee will be billed to the company if the badge isn’t returned within 10 calendar days.Please do your part in collecting badges that have expired and those that were held by terminated employees. Failure to collect these badges could result in additional fees as well as the need to re-badge the entire airport.**Other authorized signer changes, effective Jan. 1, 2019*** The authorized signer class time will to change from its current time to 8:30 to 11:30 a.m. on Tuesdays.
* After completing the course, authorized signers must return to the Badging Office within 30 calendar days to be fingerprinted or they will need to re-take the course.
* If an authorized signer allows their badge to expire more than 30 days, they will be required to re-take the authorized signer course.

**Applicant reminder**Please ask your applicants for any previous names they’ve used (marriage, citizenship name change, etc.). Failing to gather this information is causing clearance delays.**Signer Portal update** The Badging Office is continuing to add more users to the authorized signer portal. Watch your email for a registration invite (check junk mail also). |
| **Quick Links**Badging WebpageAuthorized Signer InformationBadging Application Signer GuideMyMSP News  |

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