

SAMPLE LETTER OF AIRLINE EMPLOYEE CERTIFICATION
ORIGINAL COMPANY LETTERHEAD WITH CURRENT DATE

To: MSP Airport Police Badging Office

Re: **Certification of Fingerprint-Based Criminal History Results**

The FBI has conducted a criminal background investigation on the following employee:

Last Name _____ **First Name** _____ **Middle Name** _____

Social Security Number _____

New Applicant CHRC:

Fingerprint Date: _____

Investigative Case Number: _____

Clearance Date: _____

Results were negative on disqualifying crimes in compliance with Transportation Security Administration (TSA) 1542.209.

Recurrent CHRC:

Fingerprint Date: _____

Investigative Case Number: _____

Clearance Date: _____

CHRC results are pending

*When CHRC clears, a new clearance letter with clearance date must be scanned and sent to the Badging Office within 45-days or badge will be turned off.

*Airlines are required to notify the Badging Office immediately if an employee fails the CHRC approval process.

_____ **Date:** _____

CHRC Certified By (print name)

X _____ **Local Authorized Signer's Signature (no black ink)**

(Employee was provided with Privacy Act Notice Revised 4/29/15)

Print name: _____ **Phone Number:** _____