

Signer Newsletter



Tips on jet bridge door shunting

When a jet bridge door is “shunted,” or propped open by a badged employee, the door becomes the responsibility of whoever shunted it.

The person who shunted the door must remain in the vicinity of the door, maintain visual contact and monitor access to the door.

Challenge testing is conducted frequently in these areas.

The maximum amount of time a door can be shunted is 45 minutes. Ask gate agents to set a timer on their phone to comply with the rule.

Make sure that gate agents are trained on door shunting, know their responsibility and are aware of the consequences of a violation.

Reminder on tools of the trade



Construction workers in secure areas cannot leave their tools unattended.

If you find items unattended, report them to the Airport Police Department by calling 911.

Top reasons for badge application denials

The list below includes the top reasons for denied applications. Some of the items can also serve as a checklist for issues that should be handled before the applicant arrives at the Badging Office.

- Applicant checks a disqualifying crime on the application
- Address on the application is not current
- Address on identification is not current
- Expired documents
- Applicant doesn't bring old badge with them
- Applicant doesn't bring application and/or ID with them
- Applicant is late or doesn't have an appointment
- Applicant has a disqualifying crime within 10 years
- The authorized signer completes the application prior to the applicant, similar to signing a blank check. This can lead to the loss of signing privileges and a citation in district court.
- Also, please remember that badges must be returned to the Badging Office within 10 days of deactivation or expiration, or the company will be charged a \$200 non-return badge fee.

Quick Links

[Badging Webpage](#)

[Authorized Signer Information](#)

[Badging Application Signer Guide](#)

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[Badging Frequently Asked Questions](#)