

# LAX Security Credential Section (Badge Office)



AIRPORT POLICE DIVISION

NEWSLETTER

JANUARY 2018

## Security Credentials Office Forms

The Security Credentials Office website (<http://www.sbo.lawa.org>) now offers certain forms online, for the benefit of Authorized Signers.

Please take note, however, that any forms printed online & submitted to the SBO must be printed in **COLOR!** Any forms printed in black & white will no longer be accepted!

If you do not have access to a color printer, please continue to pick up necessary forms directly from our office.

## Damaged Badges

Employees with damaged badges must replace them immediately. Authorized Signers are required to complete a Damaged Badge Form and send the applicant to the Badge Office as soon as possible.

## Missed Appointments

If you have a scheduled appointment and no longer require the appointment, please go to our website and cancel the appointment. It will release the time and make it available for another individual to book. We ask that you cancel or reschedule appointments **at least 48 hours** before the appointment to allow others to use that slot.

**May the New Year bring you greater heights of success and prosperity.**



**We here at the SBO wish you all a safe and happy holiday season, and look forward to a prosperous 2018!**

## Security Team

Though the holiday season has come to a close, we need to continue to be aware of our surroundings. As we continue to service an increasing large number of passengers traveling through the airport, it is imperative to be on the lookout for any suspicious activity. As a badge holder, you are part of the LAX Security Team.

You are most familiar with your surroundings and know when something is wrong. To report suspicious activity, packages left unattended, or a suspicious individual, call LAX Airport Police immediately at (310) 646-7911.

## Important Information

### SAFE Program/Violations

Contact the Safe Program Coordinator  
(424) 646-5889

### Escort Icon Classes

Contact the Vulnerability Assessment & Analysis Unit  
(424) 646-8228

### RAACI Classes

Contact Airfield Operations  
(424) 646-7475

### Aircraft Surface Movement

#### Class Schedule:

Days/Swings—Wednesdays at 10:00AM and Thursdays at 12:00PM.

Midnights - Every Tuesday night into Wednesday morning at 12:01AM.

No appointment needed. All classes are 1.5 hours and are held at the LAWA Badge Office on the 2nd Floor.

If you plan to attend the midnight class, call to confirm they are having a class.

When you get there, call again to have the door open.

(424) 646-7475

### U.S. Customs

Office closes at 12Noon on Tuesdays and Thursdays.

## UPCOMING CLOSURES

The SBO will be closed for the following holidays:

Monday, January 15th, 2018  
in observance of Martin Luther King, Jr. Day

We will re-open for business on Tuesday, January 16th at 7:00 a.m.

SBO will be closed:

Friday, January 12, 2018

Friday, January 26, 2018

## LAX Security Badge Office

7333 World Way West  
Los Angeles, CA 90045

### Hours of Operation

Monday—Thursday...7:00 a.m.—6:00 p.m.

1st Friday.....CLOSED

2nd Friday.....7:00 a.m.—6:00 p.m.

Saturday & Sunday.....CLOSED

### Fingerprinting Schedule

Monday - Friday

To schedule a fingerprint appointment, please visit our website at: [sbo.lawa.org](http://sbo.lawa.org)

### Badging Schedule

Monday - Friday

To schedule a badging appointment, please visit our website at: [sbo.lawa.org](http://sbo.lawa.org)

### Certified Trainer Class

Class held every Wednesday at 8:00 a.m.  
For reservations please contact your Security Badge Office Coordinator

### New Authorized Signer Class

Class held every Wednesday at 10:00 a.m.  
For reservations please contact your Security Badge Office Coordinator

### Authorized Signer Refresher Course

Classes held every Tuesday and Thursday at 11:00 a.m.  
To schedule a reservation, please email: [sbotraining@lawa.org](mailto:sbotraining@lawa.org)

### Driver's Test

Mon, Tues, Thurs & 2nd Friday at 8:00 a.m.  
Wednesday at 2:00 p.m.  
To schedule a driver's test appointment, please visit our website at: [sbo.lawa.org](http://sbo.lawa.org)

### To Reach Us

Telephone: (424) 646-5500

Email: [BadgeOffice@lawa.org](mailto:BadgeOffice@lawa.org)