

LA/Ontario Security Badge Office



NEWSLETTER

August 2011



APPOINTMENTS BY AUTHORIZED SIGNERS ONLY

Effective Monday, August 1, 2011, the LA/Ontario Security Badge Office will only accept reservations for fingerprint & badge appointments from authorized signers. This procedural change is being implemented because of time demands of scheduling e-mails from individual employees, and the increase of persons appearing for appointments without required forms and documents. Please use the format provided to you to better assist us in making timely and efficient appointments. Also, if you require a specific date and time, please provide us with that information. If you do not receive a confirmation email, please resend your request according to the instructions specified.

Q&A

Question: Can everyone who works for my organization receive the Escort Icon? **Answer:** No. Each organization must limit the number of individuals who receive escort icons to no more than 50% of their total badge population. An email or memo requesting an escort icon is required before an applicant receives the escort icon.

Question: My ONT badge expired. Can I come in and receive a new ONT badge? **Answer:** No. You must first submit to and clear a criminal history check (CHRC) and a security threat assessment (STA) before receiving another ONT badge.

REMINDERS

- ◆ Applicants are required to bring a photocopy and the original of their identification documents and employment eligibility.
- ◆ All applicants with a driver's icon must present a **valid** driver's license, plus photocopy of the drivers' license for every transaction at the Badge Office. In addition, proof of citizenship, plus a photocopy of the citizenship document is required.



REQUESTS FOR TRAINING

Is your organization adding a new authorized signer or certified trainer?

Requests for enrollment in the Authorized Signer/Certified Trainer Class must be completed by current authorized signer. Potential trainees may not schedule their own training.

The Signature Authorization and Certified Trainer form must be completed and signed by Highest Ranking Local Authority. Please coordinate with the Security Badge Office (SBO) to ensure your company has completed all required forms. Please submit to the Security Badge Office before scheduling training.

In addition, companies are responsible for submitting a Signature Authorization and Certified Trainer Form for every individual who is to be **deleted** as an authorized signer and/or certified trainer.

Upcoming Holiday
The Security Badge Office
will be closed on:

Monday, September 5, 2011

In observance of

Labor Day



Ontario Security Badge Office
1923 E. Avion Street
Ontario, CA 91761

Hours of Operation

Monday-Friday
7:30 a.m. – 11:30 a.m.
Saturday & Sunday.....CLOSED

New Fingerprinting Schedule

Tuesday and Thursdays
Appointment Required

New Badging Schedule

Monday-Friday
Appointment Required

Authorized Signer & Certified Trainer Class

Class held on Thursdays at 1:00 p.m.
Reservation Required

To Reach Us

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Email Address

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