

WELCOME TO SEA!

IS THIS YOUR FIRST TIME WORKING AT AN INTERNATIONAL AIRPORT?

OR PERHAPS FOR A NEW COMPANY AND/OR ROLE AT SEATAC?

HERE ARE A FEW THINGS YOU SHOULD KNOW TO MAKE YOUR JOURNEY A SUCCESSFUL ONE!

March 23, 2023

Employee Service Center

Our center is a one stop shop for all of your badging needs! Obtaining a badge as a new employee will require 2 trips to the center. Make sure you are **prepared**.

All things badging can be found on our website. Please visit: [Employee Service Center](#)

Employee Service Center

STEP 1:

- Your Authorized Signer must explain the badging process to you AND enroll you as a new applicant in our badging system. This process includes collecting your personal information.
- **Your job is to ensure this information is accurate and that you have the appropriate work authorization documents and identification.**
- [A new badge appointment](#) MUST be secured prior to coming to the center. We are BUSY! We often can't accommodate walk-ins.





Employee Service Center

Step 2:

Arrive to your appointment on time with the appropriate documents. We cannot process you without a valid Driver's License or State ID **AND** a valid work authorization document.

- A list of all acceptable documents can be found here: [Required Docs 2022.pdf \(portseattle.org\)](#)
- Examples include: (Passport, Certified Birth Certification, Permanent Resident Card, etc.)
- You will be required to validate all information entered is accurate. This includes your SS#, Address, Email address, Phone number and all required fields.
- During your appointment you will be fingerprinted and photographed. This information will be used to conduct mandated criminal history and TSA background checks.

Employee Service Center

Step 3:

Training and Badge Pick-Up. Once your Authorized Signer **notifies you** that your background checks have cleared (2-14 days). You can come to the center to take mandatory training and pick-up your badge.

There is **NO APPOINTMENT** necessary for training and badge pick-up. Please be prepared to spend between 1-3 hours to train depending on your badge type. **The use of PHONES during training is strictly prohibited.**

- STERILE (ORANGE) 30 Minutes
- SIDA (RED)- 1 Hour
- AOA (BLUE)- 2 Hours
- AMA (BLUE with Taxiway training) – 3 Hours

NOTE: Per TSA and FAA regulation, you must be able to read and understand English to pass the training. We are unable to allow the use of electronic or in person translation services. If you are an English Language Learner, Port Jobs offers resources to help prepare you for success.

- **Your COMPANY AUTHORIZED SIGNER needs to ensure you understand what it takes to pass the training.**



Employee Service Center

Important items to know and understand:

- The ID Badge that you are issued is Port of Seattle property and must be returned to the Employee Service Center immediately once employment with your company ends
- Failure to return the ID Badge will result in fines and the inability to obtain another Port of Seattle badge
- If you have an ID Badge with another company that ID Badge will be deactivated, if you fail to return the previous company badge.



Employee Screening

All holders of Airport Issued ID Media (Badges) are subject to screening and/inspection of their persons and property when accessing restricted access areas.

Intentionally bypassing screening is subject to a security citation and revocation of ID Media.

Consumable liquids are permitted through Employee Screening locations; ***all other items prohibited through a TSA checkpoint are likewise prohibited through Employee Screening.***

The TSA list of prohibited items may be found at the link below:

<https://www.tsa.gov/travel/security-screening/whatcanibring/all>

Or just Google "TSA What Can I bring"



North Employee Screening open 24 hours daily.

- N. STS Level between claim carousels 14 and 15 (1 level down)

South Employee Screening open 03:15 AM -11:00 PM

- Baggage Claim level behind carousel 1

Your role with Airport Security as a badge holder at SEA

- Ensure the safety and security of the travelers and your co-workers
- Security is a "Team Effort"
- You are the airport's eyes and ears
- Be aware of the situation surrounding you
- Call 911 to report when something or someone is out of place
- Know and understand your daily security responsibilities



SEA See Say Airport
Seattle-Tacoma International Airport
Mobile Reporting App

At Seattle-Tacoma International Airport (SEA) safety is our number one priority. Help us keep our airport safe by downloading "See Say Airport" to directly report security and maintenance concerns to SEA.

In a few clicks, you can share information about:

- Suspicious persons or activity
- **Human trafficking**
- Maintenance issues
- Restrooms that need attention

The app allows you to discreetly send photos, videos, and message airport operations.

**For safety hazards, call 206-787-SAFE.

Help keep SEA secure
Download the "See Say Airport" mobile reporting app today!

Download on the App Store | GET IT ON Google Play



Help keep the airport secure. Challenge!

SEA
Seattle-Tacoma International Airport

Do you see something unusual?

- Is their badge **visibly displayed** above the waist on the outside of their clothing?
- Is their badge the **correct color** for the work area?
- Does the **photo** match the badge holder?
- Is their badge **expired, altered** or **damaged**?
- Do they **belong** in the work area?



Dial 911 for emergencies. Call 206-787-5229 (Option 3) for unusual badge activity.

Compliance - Things you should know:

- Display your Airport ID Badge
- Challenge if you don't see an Airport ID Badge
- Comply when challenged
- Dial 9-1-1 for emergencies
- SEA has zero tolerance for firearms. You will be cited and lose your Airport ID Badge for 2 years
- Your Airport ID Badge is only for work purposes
- You must be screened at a TSA checkpoint to fly
- Never allow someone to follow you through a door or gate
- Call 206-787-5229 (Option 3) for:
 - Unusual Activity
 - Malfunctioning door or gate
 - Damage or hole in the fence

Awareness Programs

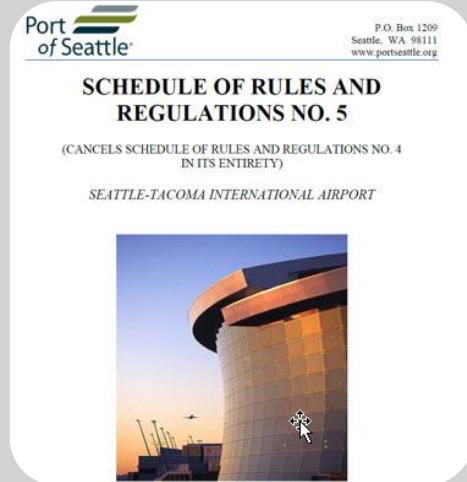
- SEA Something Security Signal Program is a tool to raise awareness of a specific security topic



- Help us keep SEA safe and secure. Inspector Vigilance will run covert tests in the Restricted Access Areas to ensure you stay vigilant, think security and always AWARE



Additional Resources



Rules and Regulations

**ESCORT
PROCEDURE
HANDBOOK**

Escort
Procedure
Handbook

**SECURITY
VIOLATION
HANDBOOK**

Security
Violations
Handbook

For more information visit <https://www.portseattle.org/page/security-citations>
Or email: askavsec@portseattle.org



Thank You!