

Boise Airport procedure to become an Authorized Signatory:

1. The Authorized Signatory is the designated individual that is authorized to endorse airport ID media for individuals/employees, among other responsibilities. Please submit a signed letter on company letterhead designating the Authorized Signatory with their contact information and signature, why the company needs airport ID media, and the type of media needed. This letter should be addressed to Jordan Bauer, Alternate ASC (Airport Security Coordinator), and may be submitted in person to Boise Airport’s Credentialing Office or emailed to jbauer@cityofboise.org.
 - a. Types of airport ID media:
 - i. SIDA (Secure Identification Area)
 - ii. SAAB (Sterile Area Access Badge)
 - iii. GA (General Aviation)
2. Schedule the Initial Authorized Signatory Training with Jordan Bauer, who may be contacted at jbauer@cityofboise.org or 208-972-8462. This training will take approximately one hour.
3. Submit an airport ID media application to the Credentialing Office, located on the third floor of the airport – the Credentialing Office will also need two forms of ID (usually a driver’s license and passport/social security card/original birth certificate.)
 - a. If the Authorized Signatory will NOT be getting a badge, then they will submit the Signatory Application ONLY.
 - b. Please note the Credentialing Office will not accept SIDA or SAAB applications on Saturday or Sunday.
 - c. Applications may be found at <https://www.iflyboise.com/airport-operations/tenant-forms-and-badging/>.
4. Payment is due at the time of service. We accept cash, check, and credit card (Visa, MasterCard, Discover, American Express). For your convenience, advance payment over the phone is accepted by calling 208-972-8415. A table of the applicable fees is below:

Badge Type:	Fee:	Frequency:
SIDA Badge (non-movement)	\$130.00	Every two years
SIDA Badge (movement)	\$65.00	Every year
GA Badge	\$65.00	Every year
SAAB Badge	\$28.00	Every year
Fingerprints (SIDA & SAAB)	\$41.00	Every two years
Contractor Deposit	\$100.00	Once – refundable upon return of badge

5. The application usually takes two to three business days to process. When this has been completed, the Authorized Signatory may complete the computer based training and receive their Airport ID badge.

****The Authorized Signatory must complete the entire badging process before they may endorse airport ID applications for individuals/employees. ****

Please contact the Credentialing Office at 208-972-8450 for any questions concerning this process.

BOI Credentialing Office

Phone: (208) 972-8450

Email: BOIcredentialing@cityofboise.org

Hours:

Monday – Friday 7AM – 3PM

Saturday & Sunday 11AM – 3PM

iflyboise.com

Jordan R Bauer, C.M., ACE

Airport Security Manager

Phone: (208) 972-8462

Email: jbauer@cityofboise.org

iflyboise.com

BOI Airport Accounting

Phone: (208) 972-8415

Email: boi-accounting@cityofboise.org

Hours:

Monday – Friday 8AM – 4PM

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