

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 Boise Credentialing Office, and may be submitted in person to Boise Airport Credentialing Office or emailed to [BOIcredentialing@cityofboise.org](mailto:BOIcredentialing@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 the Boise Credentialing Office. This training will take approximately one hour.
3. Submit an airport ID media application (if a badge is required) 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. 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 checks and credit card (Visa, MasterCard, Discover, American Express). For your convenience, advance payment over the phone is accepted by calling the Credentialing Office at 208-972-8450. Please contact the Credentialing Office for the most current badge fees.
5. Once the application has been submitted, the background process usually takes three to five business days. When this has been completed, the Authorized Signatory may complete the computer-based training and receive their access media identification.

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