

Authorized Signatory Reference Sheet

Hours of Operation		Fees	
Badge & ID	Mon. – Thurs. 8:00 a.m. – 4:00 p.m. Fri. 8:00 a.m. – 11:30 a.m. **Closed daily for lunch from 11:30 a.m. – 12:30 p.m. **Mondays for New Applicant Walk Ins Only	New Badge (with Rap Back enrollment)	\$100.00
Badge & ID SIDA Training	Mon. – Thurs. 8:00 a.m. – 10:00 a.m. & 12:30 p.m. – 2:30 p.m. Fri. 8:00 a.m. – 10:00 a.m.	Renewal (w Rap Back enrollment)	\$100.00
Operations: Drivers Training **Located at 457 Sandau Rd.	Non-Movement Mon. & Tues. 9:00 a.m., Thurs. 1:00 p.m. Movement Tues. 1:00 p.m. & Thurs. 9:00 a.m. **Renewals must sign up 30 days prior to expiration of airfield license. <p style="text-align: center;">Contact:</p> Maricela Ramirez-Garcia: (210) 207-3540 Maricela.ramirez-garcia@sanantonio.gov Richard Hocott: (210) 207-3802 Richard.hocott@sanantonio.gov	Renewal (w/out Rap Back)	\$35.00
		Lost/Stolen or Damaged Replacement	\$35.00
		Decals & AOA Driver's License	
		AOA Decals	\$5.00
		Below fees paid at 457 Sandau	
		Non-Movement	\$20.00
		Movement	\$25.00
		Replace/Lost/Stolen	\$10.00
Expired Penalty Fee	\$ 20.00		

Security Division Contact Information	
Badge & ID E-mail Address:	satbadgeoffice@sanantonio.gov
Main Telephone Number:	(210) 207-3526
Office Location:	9623 W. Terminal Dr. Bldg. #1322 San Antonio, TX 78216
Security Compliance:	satseccomp@sanantonio.gov
Security Systems:	Jason Tribble: Jason.tribble@sanantonio.gov (210) 207-3840 Ryan Blank: Ryan.blank@sanantonio.gov (210) 207-1698
Security Operations:	Greg Maggard: Gregory.maggard@sanantonio.gov (210) 207-3435

IMPORTANT! IMPORTANT! IMPORTANT! IMPORTANT! IMPORTANT!

Documentation Requirements:

- Each Authorized Signatory **must verify each employee's personal information** on the badge application before it is submitted to the Security Division for processing.
- Individuals who are renewing their badge may begin the renewal process **60-days prior** to their badge expiration date. Badges will automatically deactivate on the badge expiration date.
- All badges **must be returned to the Security Division within 24 hours.**