

# IMPORTANT NOTICE

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## 2019 ANNUAL 100% AUDIT

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It is audit season and in accord with Federal regulations we must reconcile all active badges with the badge holder. The 2019 audit began on September 16, 2019 and is scheduled to be completed by Friday, October 25, 2019. This will give the Regulatory Audit and Compliance Unit the time needed to review your submissions before the close of the calendar year.

Thank you to those that have already submitted their audit information. We will review your audit and should clarification be required, we will contact you.

For companies that *have not* submitted the audit information, please do so **before or on Friday, 10/25/2019**. Failure to submit the audit by the deadline may result in your organization being placed on PENDING status. The PENDING status means:

- Organizational badging privileges will be suspended.
- No transactions will be processed at the Security Badge Office even for scheduled appointments
- Authorized Signer system access permissions will be suspended.

Please share this information with all authorized signers of your organization and encourage all authorized signers to check for communications that may have been placed in a junk mail folder. If any communications are found in a junk mail folder, please ensure that the [BadgeOfficeBulletin@lawa.org](mailto:BadgeOfficeBulletin@lawa.org) email address is identified as a trusted sender.

Please call the Regulatory Audit & Compliance Unit (RACU) at 424-646-8138 or email at [racu1@lawa.org](mailto:racu1@lawa.org) with questions.

Thank you for working with the Security Credentials Section to achieve a safe and secure Airport for all.