



## Airport Badging Process

### RENEWAL OF BADGE

<u>Step</u>	<u>Process Required</u>	<u>Estimated Duration</u>
Step 1: Fill out Application	<ul style="list-style-type: none"> <li>• Applications are available at <a href="http://flywichita.com">flywichita.com</a>, the Airport Badging Office, from your Authorized Signer or via fax or email upon request. The badge applicant must fill out the application, and have it reviewed and signed by an Authorized Signer.</li> </ul>	15 min.
Step 2: Submit Application/ Training/Badge Issuance	<ul style="list-style-type: none"> <li>• The Badgeholder will schedule an appointment with the Airport Badging Office at (316) 946-4740 to attend Interactive Training. Training is available at the Airport Badging Office between the hours of 7:30am - 3:30pm, Monday thru Friday.</li> <li>• Badgeholder will come at scheduled training time, bring the completed and signed S-7 form along with their acceptable identification (per the I-9), complete the necessary Interactive Training Modules, and have an opportunity to ask questions.</li> <li>• Upon completion of training, applicant's photograph will be taken and they will be issued their Airport ID Badge.</li> </ul>	1 hour and 30 minutes (Movement Training 2 hours)