



Airport Badging Process

INITIAL BADGE

**STEPS 1 & 2 (IF A CRIMINAL HISTORY RECORDS CHECK IS A REQUIREMENT)
MAY BE DONE CONCURRENTLY**

<u>Step</u>	<u>Process Required</u>	<u>Estimated Duration</u>
Step 1: Submit Application	<ul style="list-style-type: none"> The initial badge application is filled out and submitted by the Authorized Signer through the portal, it is reviewed and signed by both the Authorized Signer and the badge applicant and then is printed, it can be submitted, along with acceptable identification (per the I-9) to the Airport Badging Office between the hours of 7:30am - 3:30pm, Monday thru Friday. All individuals applying for an Airport ID Badge must undergo a TSA Security Threat Assessment (STA). Upon submittal of your badge application the Airport Badging Office will start the STA process. Allow 7-10 days for results to be completed. 	15 min.
Step 2: Fingerprinting (IF REQUIRED)	<ul style="list-style-type: none"> All applicants requesting a Security Identification Display Area (SIDA) Badge must undergo an FBI fingerprint-based Criminal History Records Check (CHRC) as part of the badge issuance process. Allow 3-5 days for fingerprint results to be returned. The Airport Badging Office will deny issuance of the Airport ID Badge to any individual who is currently being charged with or who has been convicted of one of the TSA Disqualifying Crimes within the last ten (10) years. Fingerprinting is done by appointment only at the Airport Badging Office between the hours of 7:30am - 3:30pm, Monday thru Friday. Applicant must bring acceptable identification (per the I-9), and one must be a photo ID. 	30 minutes
Step 3: Training/Badge Issuance	<ul style="list-style-type: none"> Authorized Signer will receive notification from the Airport Badging Office that the applicant has passed the CHRC and/or the STA. Upon notification the Authorized Signer will schedule an appointment with the Airport Badging Office for applicant to attend Interactive Training. Applicant will have 30 days to complete the badging process. Failure to return in this timeframe will cause the application to expire. Training is available at the Airport Badging Office between the hours of 7:30am - 3:30pm, Monday thru Friday. Applicant will come at scheduled training time, bring acceptable identification (per the I-9), complete the necessary Interactive Training Modules, and have an opportunity to ask questions. Upon completion of training, applicant's photograph will be taken and they will be issued their Airport ID Badge. 	1 hour and 30 minutes (Movement Training 2 hours)