

NEW BADGE APPLICATION PROCESS

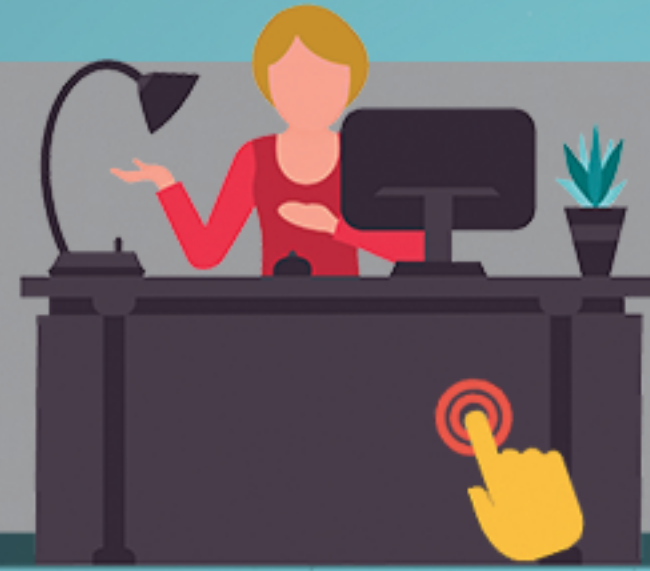
Please follow the step-by-step
guide to applying for a new badge.

Have questions?
Check with the Authorized Signer
of your Company.

1

AUTHORIZED SIGNER

Submits the new badge
application in the portal



2

EMPLOYEE

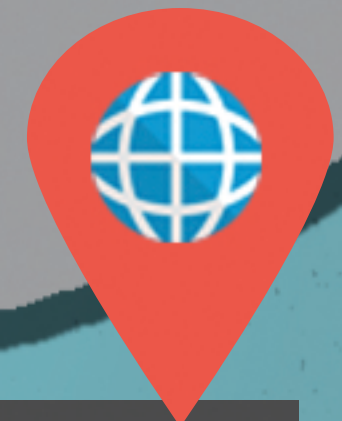
Schedule badging &
training appointments online



3

EMPLOYEE

Apply online for a customs seal
Routes to Authorized Signer for approval



4

EMPLOYEE

Go to the scheduled
credentialing appointment



Don't forget to bring
the required
documents to your
appointment!

5

EMPLOYEE

Go to the scheduled
Training Appointment



6

EMPLOYEE

Pick up your badge



Background checks typically take 3-5 business days to process.
The Employee's Authorized Signer will be notified when the employee is
cleared and can attend the scheduled training appointment.