

RENEWING YOUR BADGE

STEP-BY-STEP

Please follow the step-by-step guide to renewing your airport badge.

Have questions?
Check with the Authorized Signer for your company

1

AUTHORIZED SIGNER
Submits the badge renewal application in the portal



2

EMPLOYEE
Schedule training & renewal appointment online



3

EMPLOYEE
Complete online renewal application for a customs seal
If applicable
Routes to Authorized Signer for approval



7
Days

EMPLOYEE
Go to your appointment at the Airport Training & Renewal Center

4

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



Time it takes for the average credentialing appointment

+



Time it takes for the average training appointment

5

EMPLOYEE
Pick up your badge



Total appointment time between 15 - 90 minutes depending on badge type.