

NEW BADGE

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

APPLICATION PROCESS

Questions?

Ask your Authorized Signer

1

AUTHORIZED SIGNER

Pre-enroll the applicant in the Authorized Signer Portal.



2

EMPLOYEE

Schedule new badge appointment



3

Don't forget to bring the Required Documents to your appointment

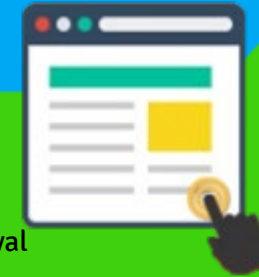
EMPLOYEE

Be ON TIME for your scheduled badge appointment and be prepared with all required documents.

4

EMPLOYEE

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



Not all new employees require a customs seal – please check with your authorized signer if this step is required

Background checks typically take 3-5 business days to process. Your Authorized Signer will be notified via email when your background has cleared.



5

EMPLOYEE

When your background check is cleared. Check in at the Credential Center.

Training cutoff times:

AMA – 3 hours prior to close
AOA – 2 hours prior to close
SIDA – 1 hour prior to close



6

EMPLOYEE

Pick up your badge

