

RENEWING YOUR BADGE

Please follow step by step guide to renewing your airport badge

Have questions?

Check with the Authorized Signer for your company

STEP – BY – STEP

1

AUTHORIZED SIGNER

Submits the badge renewal application in the Authorized Signer Portal.



2

EMPLOYEE

Schedule renewal appointment online



3

EMPLOYEE

Online Renewal Application for Customs seal
If Applicable
Routes to Authorized Signer for Approval

30
Days

Customs seal renewal applications must be submitted at least **30 days** before the badge renewal appointment.

4

EMPLOYEE

Complete online training (SIDA Renewal, AOA or AMA) prior to your renewal appointment. Contact Authorized Signer for link and log in instructions.



5

EMPLOYEE

Go to your appointment at the Credential Center

Total appointment time 15 minutes

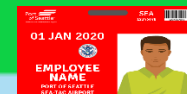


Don't forget to bring the Required Documents to your appointment

6

EMPLOYEE

Pick up your badge



REVISED: 7/20/2020