

# RENEWING YOUR BADGE

## Please follow step by step guide to renewing your airport badge

### STEP - BY - STEP

Have questions?

Check with the Authorized Signer for your company

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

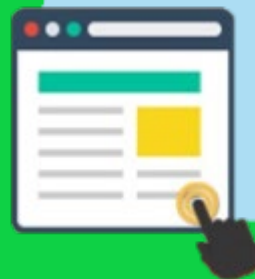
30 Days

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. **Instructions** for online training.



5

#### EMPLOYEE

Go to your scheduled appointment at the Employee Service Center – Door MT-6002-M

Total appointment time 15 minutes if you have completed online training.  
**If not**, add additional time for training  
+ 15 minutes – SIDA / + 1 hour AOA / + 2 hours AMA.



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

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#### EMPLOYEE

Pick up your badge

