

RENEWING YOUR BADGE

Please follow step by step guide to renewing your airport badge

Have questions?

STEP - BY - STEP

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

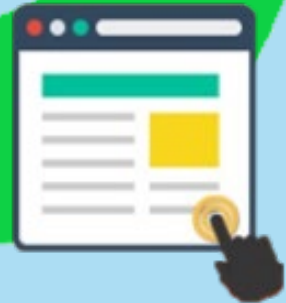
Online Renewal Application for Customs seal
If Applicable
Routes to Authorized Signer for Approval

30
Days before
renewal appt

4

EMPLOYEE

Complete online training (STERILE, SIDA Renewal, AOA, or AMA) prior to your renewal appointment. **Instructions** for online training.



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



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



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

5

EMPLOYEE

Check in at the kiosk for your scheduled appointment at the Employee Service Center

6

EMPLOYEE

Pick up your badge

