

# NEW AIRPORT ID BADGE

## STEP – BY – STEP PROCESS

Please follow the step-by-step guide to apply for a new airport ID badge.

Questions? Ask your Authorized Signer

1

### AUTHORIZED SIGNER

Pre-enroll the applicant in the Authorized Signer



2

### EMPLOYEE

Check your email and complete all electronic forms and schedule new badge appointment.



Privacy Act Notice, Fingerprint Application, and Badge Holder Agreement



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



### EMPLOYEE

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

3

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



Reach out to **Port Jobs** to help Prep for Sterile or SIDA Badge training. We also have Study Guides for **STERILE** or **SIDA** available also.



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### EMPLOYEE

When your background check is cleared. Check in at the Credential Center. No appointment is needed walk in only.

#### Training cutoff times:

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

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### EMPLOYEE

Pick up your badge

