

# RENEWING YOUR AIRPORT ID BADGE

## STEP – BY – STEP PROCESS

Please follow the step-by-step guide to Renew your Airport ID badge.  
 Questions? Ask your Authorized Signer

1

### AUTHORIZED SIGNER

Renew the application in the Authorized Signer Portal.



2

### EMPLOYEE

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



Privacy Act Notice, Fingerprint Application, and Badge Holder Agreement



### EMPLOYEE

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

3



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



Total appointment time 15 minutes. You **must** complete online training **prior** to your appointment



4

### EMPLOYEE

Be on time. Check in at the kiosk for your scheduled appointment at the Credential Center.



A new photo is required upon renewal

5

### EMPLOYEE

Pick up your badge

