

HOW TO PROCESS CBP APPLICATION PRIOR TO RENEWAL OF THE BADGE:

If you want the CBP seal ready before the applicant renews their badge you must first submit a **Badge Edit**. You can only process the Customs request and no other edit:

Scroll down to Active Badges – Find the person you would like to Edit their badge and select EDIT

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- Authorized Signer
- New Application
- Pending Applications
- Active Badges

Active Badges

SHOW 10 ENTRIES

SEARCH: [REDACTED]

NAME	ACCESS TEMPLATE	EMPLOYEE NO	PROX NO	BADGE TYPE	EXPIRATION	EMAIL	ACTION
[REDACTED]	AV SECURITY COMPLIANCE SPEC	[REDACTED]	[REDACTED]	SIDA	2025-07-11	[REDACTED]	DEACTIVATE REPLACE EDIT

Showing 1 to 1 of 1 entries (filtered from 177 total entries)

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You can only change the Customs Designation and upload documents – CBP Application and Letter of Intent (LOI)

Step 1 – Select the Customs Designation – Zone 1, 2, or 3

Step 2 – If you do not have the CBP Application or LOI Template you can click on Download template. Complete the application and letter completely and save. Once saved - Click on Choose File and follow the prompts to upload separately, this will add the CBP application and CBP Letter of Intent

Step 3 – Click I AGREE, SUBMIT APPLICATION.

Once the SEAL Edit is in place, the RENEW button will be available in the AS Portal to select: Renew the Badge as you normally would.

Edit Badge Application

Applicant Information

Last Name * First Name * Access Template * Gender

Requested Access Privileges

Requested Badge Type *

Badge Designations

AV - DRIVING PRIVILEGE	<input type="text" value="AOA"/>
AV - ESCORT	<input type="text" value="NO"/>
AV - TOOLS AUTHORIZATION	<input type="text" value="NONE"/>
Customs Designation	<input type="text" value="ZONE 3"/>

Additional Information

Notes for staff

Documents

ATTENTION: Per CBP Regulations, all CBP Seal requests require attaching the completed forms below. Failure to do so will result in rejection of CBP Seal requests.

CBP APPLICATION CBP APPLIC...port 2025.pdf

CBP LETTER OF INTENT CBP LETTER ...ort 2025.pdf

Form templates are also available from the 'Download Documents' menu in the Authorized Signer Portal

If you receive an error email or the application is rejected, to submit documents or update a form you must process a badge edit. Correct the error or update the information requested by CBP and then follow the steps to process the badge edit.