



PUBLIC SAFETY & SECURITY DEPARTMENT

SIGNATORY PROCEDURE FOR RENEWING AN APPLICATION

Signatory Steps:

- Signatories will log into the Web Portal located at [AirportICE Web Portal](#)
- Select ACTIONS on the left hand side of the screen
- Select EXPIRING BADGES and the RENEW TAB on the applicant's line
- Verify that all biographic information is correct on the application and fill in areas left blank
- Submit the electronic form and notify the applicant they will be receiving an email with a link to answer a Disqualifying Crimes Questionnaire, Security Responsibilities Statement, and a Statement of Certification requiring an electronic signature
- The applicant will schedule in person training with the Badging Office or access the remote learning portal to complete training: [LMS | IET Learning Suite --American Association of Airport Executives](#)
- Upon training completion, the applicant will be required to present two forms of ID, their SIDA Badge, and payment if the organization does not accept billing. Please refer to [Form I-9 Acceptable Documents | USCIS](#) for acceptable documents
- Upon verification of required steps the applicant will be issued a new SIDA Badge

ALL APPLICATIONS MUST BE DONE VIA THE WEB PORTAL INCLUDING THE BADGES THAT EXPIRE EVERY 3 MONTHS

3 MONTH BADGES BEING RENEWED IN A MONTH THAT IS NOT THE APPLICANT'S BIRTHDAY MONTH DO NOT NEED TO CONDUCT TRAINING