



Step by Step NEW MKE BADGE

1. Meet with the Authorized Signatory for your company to start the application process. Ask your Signatory about the associated fees you are required to submit for an ID badge, background checks, and parking.
2. Applicant must complete the application for an Airport ID Badge with their Authorized Signatory.
3. Submit the completed application for an Airport ID badge to your Authorized Signatory for review, approval and authorization.
4. Bring two forms of acceptable ID to the airport ID Badging Office for an electronic, fingerprint-based criminal history records check and TSA security threat assessment. No appointments necessary. MKE ID Badging Fingerprint Hours are Monday – Thursday 9:30 am – 11:30 am, and 1:30 pm to 3:30 pm. ID Badging does not collect or process fingerprints on Fridays.
5. Once the background check clears, your Authorized Signatory will be notified. Your Authorized Signatory will inform you that you've received your security clearance. Contact the Airport ID Badging Office to schedule an appointment for computer-based training. Bring the two forms of ID you used to apply for your ID when you arrive for your training course.
6. Once you've completed the required training, complete the Acceptance of Security Responsibility Statement and you will be issued an airport ID. Airport ID is valid for no more than 12 months.

Step by Step MKE BADGE RENEWAL

1. Meet with the Authorized Signatory for your company to request a renewal of your Airport ID Badge.
2. Complete and submit the Application for an Airport ID Renewal to your Authorized Signatory for review and authorization.
3. Contact the ID Badging Office to schedule an appointment for required annual training.
4. Bring two forms of acceptable ID, Airport ID Renewal Form along with your current airport ID Badge to the airport ID Badging Office for your training appointment.
5. Once training is complete, and application for Renewal is submitted, you will be issued an airport ID valid for not more than 12 months.