



PUBLIC SAFETY & SECURITY DEPARTMENT

SIGNATORY PROCEDURE FOR THE REPLACEMENT OF A LOST/STOLEN BADGE

Signatory Steps:

- Signatories will log into the Web Portal located at [AirportICE Web Portal](#)
- Select ACTIVE BADGES and under the DEACTIVATION TAB mark the appropriate badge as LOST (no applications will be accepted without the badge first being marked as lost)
- Create a new application under the NEW APPLICATION TAB (this creation is not considered a renewal application)
- 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 be required to go to the Badging Office and submit appropriate IDs for identification and payment for a replacement badge, after which a replacement SIDA Badge will be issued

LOST BADGES MUST BE RETURNED TO THE BADGING OFFICE AND WILL BE TAKEN OFF OF THE INDIVIDUAL'S RECORD UPON RECEIPT. REPLACEMENT BADGE FEES ARE NON-REFUNDABLE, FEES MAY BE WAIVED FOR STOLEN BADGES CONTAINING A POLICE REPORT.