



**General Mitchell International Airport
PUBLIC SAFETY & SECURITY DEPARTMENT**

ID BADGING FAQ

1. Where is the ID Badging Office?

MKE's Airport ID Badging Office is located in the Administrative Wing off the Main Airport Terminal Building. Map and directions can be found [here](#).

2. How do I apply for a MKE Security Badge?

Please view the [step by step instructions here](#). This site offers general information for applying for an airport ID.

3. I already have a MKE Security badge and it's about to expire. How do I renew my security ID Badge?

Please view the [step by step renewal instructions here](#). This site offers general information for applying for an airport ID.

4. My company is new to MKE and we don't have an Authorized Signatory. How do I get my company approved to have MKE Security Badge?

All users at the airport must complete a [Company Registration and Information Registration Form](#). New users of General Mitchell International Airport must register with the Airport's Properties Division to demonstrate a business need, meet Milwaukee County's permitting, licensing, and insurance requirements. For additional information contact the MKE Properties Division at (414) 747-3722.

5. What forms of ID should I bring to the ID Badging Office?

Transportation Security Rules require applicants to provide two forms of government issued ID, one of which must bear a photo. Acceptable photo ID commonly presented include Driver's License, Passport, Military or State ID. Acceptable secondary ID commonly presented include Social Security Card, or Birth Certificate. A complete list can be found on US Customs and Immigration Services website at <https://www.uscis.gov/i-9-central/acceptable-documents>. **Note:** If you were born outside the USA or you are not a USA citizen, you must also provide one of the following numbers: (1) Alien Registration #; (2) I-94 Form #; (3) Non-Immigrant Visa #; (4) US Passport #; (5) Certification of Naturalization #; or (6) Certification of Born Abroad (DS-1350, FS-545 or FS-240).

6. How much is Employee Parking at the airport?

Please refer to the [Parking Fee Schedule](#) (subject to change without notice)

7. How long does the background check take?

For most ID Badge applicants, the background checks take 2-3 days to complete.

8. How do I change my access?

Authorized Signatories shall submit a written request to the ID Badging Office to request access changes.

9. How long should I allow for training? One to three hours. Common training programs and duration of training include:

Training Programs	Approximate duration
Security Training	30 minutes
Severe Weather	35 minutes
Safety Training	16 minutes
Customer Service	12 minutes
Class One Driving (Movement Area)	40 minutes
Class Two Driving (Non-Movement Area)	35 minutes

10. What training is required? Due to the various job duties at the airport training varies. Please contact your Authorized Signatory for training requirements.

11. How will I know when my badge is ready? Once you complete the ID Badge application process, to include background checks and training, the ID Badging Operators will electronically notify your Authorized Signatory that your airport ID badge is ready.