



PUBLIC SAFETY & SECURITY DEPARTMENT

SIGNATORY PROCEDURE FOR CREATING A NEW APPLICATION

A New Badge process is for:

- A new employee hired by a company.
- A returning employee after not being active with the company.
- An employee who is transferring to a different company.
- An employee with an expired badge and/or expired background clearances
- An employee with a lost or stolen badge

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 NEW APPLICATIONS and fill out the electronic form
- 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 arrive to the Badging Office for a Fingerprinting session during normal business hours: **MON - THURS 9:30-11:30 AND 1:30-3:30**. The applicant will be required to present two valid forms of ID, please refer to [Form I-9 Acceptable Documents | USCIS](#) for acceptable documents. (Payment should also be provided in the event the organization does not accept billing)
- Once the Background Check has been cleared, the Signatory will be notified via email to schedule a training session (This information can also be accessed via the portal under BACKGROUND CHECKS)
- On the scheduled training date, the applicant will be required to present the same two IDs provided on the initial Fingerprinting session
- After the applicant has successfully completed the Airport's required training they will be issued an Airport SIDA Badge

NEW APPLICATIONS ARE ONLY VALID FOR 30 DAYS FROM A CLEAR DATE. SHOULD AN APPLICATION EXPIRE, THE SIGNATORY WILL BE REQUIRED TO RESUBMIT A NEW APPLICATION AND THE ORGANIZATION WILL BE CHARGED AGAIN