

# NEW BADGE

Please follow the step by step guide to applying for a new badge.

## APPLICATION PROCESS

### Questions?

Ask your Authorized Signer

1

#### AUTHORIZED SIGNER

Pre-enroll the applicant in the Authorized Signer Portal.



2

#### EMPLOYEE

Schedule new badge appointment



3

Don't forget to bring the Required Documents to your appointment

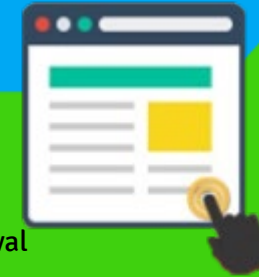
#### EMPLOYEE

Be ON TIME for your scheduled badge appointment and be prepared with all required documents.

4

#### EMPLOYEE

Apply online for a customs seal  
Routes to Authorized Signer for approval



Not all new employees require a customs seal – please check with your authorized signer if this step is required

Background checks typically take 3-5 business days to process. Your Authorized Signer will be notified via email when your background has cleared.

5

#### EMPLOYEE

When your background check is cleared. Check in at the Credential Center.

#### Training cutoff times:

**AMA** – 3 hours prior to close  
**AOA** – 2 hours prior to close  
**SIDA** – 1 hour prior to close

6

#### EMPLOYEE

Pick up your badge

