

AIRPORT SECURITY ID CARD APPLICATION PROCESS

All workers who are granted access to secure parts of an airport must carry an Airport Security ID Card. The Airport Security ID Card demonstrates an employee has met certain security standards set out by the federal government and airport.

Before starting the application process, please review the Transport Security Administration's list of disqualifying crimes. You will be ineligible for an Airport Security ID Card if you have been convicted of any of these crimes in the last 10 years.

Step 1: Application Submission

- Your authorized signatory (your company's designated person that will sponsor you for an ID Card) will submit an Airport Security ID Card application on your behalf.
 - > Be prepared to provide your email address and two forms of matching, unexpired government issued IDs.
- You will receive an email with a link to complete the 2nd part of the application.
 - > Please complete the application immediately to move forward in the process.

Step 2: Fingerprinting

- Your authorized signatory will schedule your fingerprint appointment at the Airport Security Credentialing Office.
- Please bring to your appointment:
 - > the two original ID documents submitted with your application (scan our QR code to see a list of eligible IDs).
 - > a form of payment for the fingerprint fee (we accept company checks, money orders and credit card).

Fingerprint Fee: \$30 at JFK, EWR & LGA, \$110 at SWF (fee may be covered by your company).

**SCAN FOR MORE
INFORMATION ON THE
BADGING PROCESS**

Disqualifying Crimes



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List of Eligible IDs



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Our Locations



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Step 3: Background Check

- A background check will be conducted based on the information provided and your fingerprint.
- You may be requested to provide additional information (e.g., court dispositions, Social Security card, birth certificate, etc.) during the background check stage.

Step 4: Training and Testing

- Your authorized signatory will schedule computer-based Security Identification Display Area (SIDA) training.
 - > The Port Authority permits three attempts to pass SIDA training with 80% pass rate required.
 - > Training and test only administered in English.
 - > Dress code: business or business casual attire (uniforms allowed).
- If applicable, your authorized signatory will schedule other training specific to your job e.g., Security Guard Training.

Step 5: Collect ID Card

- Your authorized signatory will schedule an appointment so you can collect your badge (usually on the same day as your training).
- You must bring two matching IDs (scan our QR code for more information) and your temporary escort authorization card (if one was issued).

For more information on the badging process, please contact your company authorized signatory, visit www.panynj.gov/airports/en/aviation-security.html or scan our QR codes for direct links.

Prepare for
SIDA Training
by Reviewing our
SIDA Study Guide.



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