



## CONTRACTORS PROCEDURES TO APPLY FOR AN AIRPORT BADGE

The following are procedures that must be followed in order to obtain an airport badge.

All companies applying for an airport badge must have an Authorized Signatory. Authorized Signatories are company representatives who have the authority to request and sign for airport security media and will be given a one-hour training session in addition to the badge training. The Authorized Signatory will need to be approved for an airport badge before the rest of the employees.

**NOTE: THE PROCESS TIME TO RECEIVE AN AIRPORT BADGE IS APPROXIMATELY TWO WEEKS.**

Badge deposit and fee:

Fee \$80.00 per badge

Deposit \$100.00 per badge

Badge deposit must be paid at the beginning of the badging process. The badge deposit will be refunded (six-week process) after the badge is returned to the badging office. **THIRTY DAYS AFTER THE EXPIRATION DATE ON THE BADGE WILL NOT QUALIFY FOR A DEPOSIT REFUND.**

If applying for an airport badge Level 1 fingerprinting will be required. Contact the Badging Office by email [cciabadging@cctexas.com](mailto:cciabadging@cctexas.com) to schedule an appointment.

After fingerprinting, Computer Based Training will need to be scheduled to complete the badging process.

Airport badge applications can be picked up at the front desk second floor at the Administration Office. Applications cannot be e-mailed.

Please contact me for assistance by e-mail [lisas@cctexas.com](mailto:lisas@cctexas.com) or call 361-826-1227.

Thank You