

PROCEDURES TO APPLY FOR AN AIRPORT BADGE

The following are procedures that must be followed 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 fee:

\$120.00 per Level 1 Badge

\$70.00 per Level 2 Badge

\$200.00 per NON-returned badge*

*30 days after the expiration date on the badge will be billed to the Authorized Signatory's company on the badge application.

If applying for a Level 1 airport badge, fingerprinting will be required. Contact the Badging Office by email to schedule an appointment. cciabadging@cctexas.com

After fingerprinting, computer-based training will need to be scheduled to complete the badging process.

Airport badge applications can be picked up at the Badging Office on the second floor at the airport. Applications cannot be emailed.

For questions or assistance, please call Lisa Salinas at 361-826-1227 or by email at lisas@cctexas.com

THANK YOU!