

# Billings Logan International Airport Identification Badge Process

## ALL NEW BADGES

Application forms are available at the Airport Police office, Room 212. Submit a completed Appendix 10 Application by Fax~406-657-3012, or in person to Airport Police. The review/approval process for a Security Threat Assessment (STA) is normally 3-5 working days depending on the date & time received. No fees charged at this time!

Acceptable forms of ID (2 required) include:

*Passport*  
*Valid Driver's License or State ID*  
*Social Security Card*  
*Certified Birth Certificate*

People who need access to the AOA, General Aviation and Hangar areas may proceed after STA Approval.

People needing access to the Sterile, Secure, SIDA & Cargo SIDA areas also need to be fingerprinted for a Criminal History Background Check. Call 406-657-8498 for the schedule. Fees will be collected at the time of this service along with 2 valid forms of ID.

When both STA & fingerprint checks are approved applicant may proceed to final step.

FINAL STEP

An approved applicant may schedule required training offered at 10 a.m. & 2 p.m. Monday-Friday. Please allow 1-2 hours for the entire process. Any uncollected paperwork, fees and identification verification must be completed. A photograph will be taken before an ID badge is issued.