

BILLINGS LOGAN INTERNATIONAL AIRPORT IDENTIFICATION BADGE PROCESS

ALL NEW BADGES

Application forms are available at the Airport Police Office, Room 210. 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 and time received. Fees are due at the time of application. Assessments will not be submitted until fees are paid.

Acceptable Forms of ID (2 required) Include:

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

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. **Red, Green, Yellow, & Blue** Badges. Fees are \$65 or \$30 depending on who receives the fingerprint results. If your company has already fingerprinted the applicant, a declaration is required and the fee is \$20.

People who need access to the AOA, General Aviation, and Hangar areas may proceed after STA approval. **Burgundy** Badge. (Does not provide access to the Sterile, Secure, SIDA, & Cargo SIDA areas) Fees are \$20.

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

FINAL STEP

An approved applicant may schedule required training offered at 10 a.m. and 2 p.m. Monday-Saturday. 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.