**JACKSON HOLE AIRPORT
SECURITY BADGE PROCESS**

1. Complete the Security Badge Application and return the application to the Badging Office.

    a. The application must be signed by your company's Signatory Authority.

    b. The application must be filled out completely.

    c. If born outside of the USA please provide Alien Registration Number, US

       Passport number, or US Certificate of Naturalization.

2. Set up an appointment with the airport badging office by emailing badging@jhairport.org

3. Bring two forms of valid government issued ID to your appointment. Acceptable ID's

   include: Driver's License, Social Security Card, Birth Certificate, Concealed Carry permit,

   or a Passport by itself.

4. At your appointment you will be fingerprinted.

5. Badge applications can take up to 14 business days to complete the background check.

   The Badging Office will notify your Signatory Authority when we receive the clearance.

6. After your application is approved you will need to set up a time for training. Training

   takes approximately an hour to complete and is held by appointment. Your badge

   application must be approved before training can be completed.

7. At the completion of training, you will be issued a Jackson Hole Airport Security Badge.

8. Badges are good for 1 year or completion of contract with whichever is sooner. Upon

   expiration, you must fill out a new application and have it signed by your company's

   authorized signer. You may also have to sign for lost/stolen, or damaged badges that

   need to be replaced.

9. Fees for badges will be billed to the applicant's company.

10. Lost/Stolen badge fees must be paid by the employee at the time of reissue.