

JACKSON HOLE AIRPORT SECURITY BADGE PROCESS

1. Complete the Security Badge Application
 - a. The application must be signed by your companies Signatory Authority.
 - b. The application must be fill 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 via **www.jacksonholeairport.com/security**
3. Bring valid government issued ID to your appointment. Acceptable ID's must include 1 ID from list A or two items from list B and C
 - a. List A
 - i. U.S. Passport or U.S. Passport Card
 - ii. Permanent Resident Card
 - iii. Employment Authorization Card
 - iv. Foreign Passport with I-94 Form
 - b. List B
 - i. Driver License issued by a U.S. State or Territory
 - ii. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
 - iii. School ID card with a photograph
 - iv. Voter registration card
 - v. U.S. military card or draft record
 - vi. Military dependent's ID card
 - vii. U.S. Coast Guard Merchant Mariner Document (MMD) card
 - viii. Native American tribal document
 - ix. Driver's license issued by a Canadian government authority
 - c. List C
 - i. Social Security Card
 - ii. Birth Certificate
 - iii. Employment authorization document issued by DHS
4. At your appointment you will be fingerprinted.
5. Badge applications can take up to 14 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. Your badge application must be approved before training can be completed. Schedule training appointments at **www.jacksonholeairport.com/security**
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.
9. Fees for new 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.