

# NEW BADGE

Please follow the step by step guide to applying for a new badge.

## APPLICATION PROCESS

### Questions?

Ask your Authorized Signer

1

#### AUTHORIZED SIGNER

Sign the Authorized Signatory section of the application. Print or email the signed application to the employee.



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#### EMPLOYEE

Complete *APPLICANTS SECTION*, *DISQUALIFYING CRIMINAL OFFENSES*, and *AGREEMENTS* – Please print for physical signatures and initials required.



<https://flysteamboat.com/badging>

Don't forget to bring 2 Required Documents to your appointment

<https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>



#### EMPLOYEE

Be **ON TIME** for your scheduled badge appointment and be prepared with all required documents.

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#### EMPLOYEE

Schedule Visit 1- New Application and Background Check Appointment.



<https://go.oncehub.com/yvrabadging>



Background checks typically take 3-5 business days to process. You will be notified via email when your background has cleared.



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#### EMPLOYEE

When your background check is cleared you will receive an email to schedule Visit 2.

Visit 2 Training times:  
SIDA Only - 30 min  
SIDA and GVO- 60 min  
SIDA, GVO, Authorized Signatory - 75 min

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#### EMPLOYEE

Pick up your badge

