

NEW BADGE

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

APPLICATION PROCESS

Questions?

Ask your Authorized Signer

AUTHORIZED SIGNER

1

- Sign the Authorized Signatory section of the application. Print or email the signed application to the employee.
- Submit payment for badge application through the payment portal.



Application: <https://flysteamboat.com/badging>

Payment Portal: <https://flysteamboat.com/online-payments/>

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

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

2

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



3

EMPLOYEE

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

4

EMPLOYEE

Schedule Visit 1- New Application and Background Check Appointment.



SIDA Badge AOA Badge
Sterile Badge

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



5

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

