New Badge Application Process

Step 01
Authorized Signatory

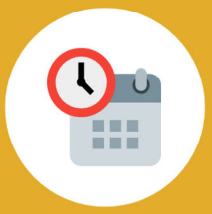
- Validate the need for a badge
- Initiate a new badge application in Aerosimple Portal

Step 02
Employee

- Receive email from Aerosimple
- Complete the online badge application

Step 03
Employee

- Receive email from Badging office that application was approved
- Schedule Visit -1 Appointment to start background check

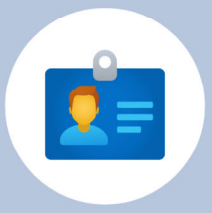


Step 04
Employee

- Receive email from Badging office that background is cleared
- Schedule Visit - 2 Appointment

Step 05
Employee

- Arrive on time to appointment
- Complete training and receive badge



Step 06
Authorized Signatory

- Maintain record of applicants badge information
- Notify the Airport of any status changes
- Return inactive badges ASAP