

## PDX Security Badging Office Name Change Procedure

TSA regulations require that all airport security badges display employees' legal names. Employees who have had a legal name change are required to update the name on their PDX Security Badge when they renew, or sooner if they prefer.

A legal name change document, such as a marriage certificate or divorce decree, must be presented to the Security Badging Office. They must also present ID documents with the new name.

The ID documents must meet the I-9 requirements. Typically, employees will provide a Driver's License and Social Security Card or a Passport.

All documents must be original and unexpired.

A \$25.00 reprint fee will be charged.