

ELECTRONIC SECURITY BADGE INSTRUCTIONS (NEW BADGE)

Step 1: Meet with the Authorized Signatory for your company to start the application process. Your application must be submitted by the company before proceeding to Step 2.

Step 2: Schedule a badging appointment by calling the Badging office at 503-460-4500. This appointment will include both fingerprints and training.

Appointment Date: _____ Appointment Time: _____

*****You must be on time; any late arrivals will need to be rescheduled*****

Step 3: Bring Identity Documents to the PDX Security Badging Office for your fingerprinting appointment that meet the requirements of List A, B and C as described below. Note: If you were born outside the USA or you are not a USA citizen, you must also provide one of the following numbers: (1) Alien Registration #; (2) I-94 Form #; (3) Non-Immigrant Visa #; (4) US Passport #; (5) Certification of Naturalization #; or (6) Certification of Born Abroad (DS-1350, FS-545 or FS-240).

Acceptable Identity Documents

Documents must be original and unexpired

If using a document from List A, only 1 document is needed

If you do not have a document from List A, you will need a document from **both List B & C**

List A	List B	List C
US Passport or US Passport Card	Driver's License or ID Card issued by a State	Social Security Card **Card cannot include work authorization restriction**
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	School ID Card with photo	Original or Certified Birth Certificate
Foreign Passport with I-551 stamp	Voter's Registration Card	Native American Tribal Document
Employment Authorization Document with photo (Form I-766)	US Military Card, US Military Dependent Card or US Coast Guard Merchant Mariner Card	Certification of Report of Birth (Form DS-1350, FS-545, FS-240)
Passport from FSM (Micronesia) or RMI (Marshall Islands) with Form I-94	Native American Tribal Document	US Citizen ID Card (Form I-197)
In the case of a non-immigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A	Driver's license issued by a Canadian government authority	ID Card for use of Resident Citizen in the USA (Form I-179)

*****If under 18 years of age and you do not have the above documents, contact the Badging Office*****

Step 4: Check on the results of your background check by logging on to the Security Badging website www.flypdx.com/SecurityBadging (follow the instructions on the blue card you were given at your appointment) or check with your company's Authorized Signatory.

Step 5: Once your background check has cleared, you may come to the Badging Office to have your badge printed. No appointment necessary.

PDX Security Badging Office
Open Monday – Friday, 8am - 4pm
503-460-4500 or 1-800-547-8411 x4500
pdxbadging@portofportland.com