

Security Badge and Key Fee Schedule

Effective March 1, 2025

Badge Fees:

Description	Rate
New Badge Processing	\$50.00
Fingerprint Processing	\$50.00
Renewal Badge Processing (charged annually)	\$25.00
Badge Reprint *	\$25.00
Tenant Access Card (New and Renewal)	\$10.00
Unreturned Badge	\$150.00
New Company Set-up **	\$200.00

* Badge Reprint fee will be charged for badges reprinted outside of the normal renewal processing cycle for the following reasons: CBP seal renewal, color change, add/delete a privilege, personal or company name change, new photo request, damaged badge by the employee. This fee will not be charged for initial CBP seal issuance or initial 'M' Movement Area privilege addition.

** New Company Set-up fee is due at the time of processing of the initial Authorized Signatory.

Lost and Stolen Fees:

Type	First Replacement	Second Replacement	Third Replacement	Fourth Replacement
Security Badge	\$150	\$250	Requires ASC Approval	Not Allowed
Security Key	\$50	\$100	\$200	Requires ASC Approval
Tenant Access Card	\$10	\$20	\$30	\$40

Lost and Stolen fees are calculated over a 4-year time period, starting with the date of the first lost or stolen badge/key.

Fees charged to companies for Unreturned PDX Security Badges:

Companies will be charged \$150 for each PDX Security Badge that is not returned within 30 calendar days after being deactivated.

Contractors working on construction projects will be charged \$500 for each unreturned PDX Security Badge that is not returned upon project completion/close-out.

The Security Badging Office accepts cash and debit/credit cards. No checks accepted.