

# ELECTRONIC SECURITY BADGE INSTRUCTIONS (NEW BADGE)

**Step 1:** Meet with the Authorized Signatory for your company to start the application process.

**Step 2:** Schedule a fingerprinting appointment at <http://www2.portofportland.com/PDX/SecurityBadging> or by calling the Badging office at 503-460-4500.  
 Appointment Date: \_\_\_\_\_ Appointment Time: \_\_\_\_\_

**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, cannot say not authorized for use of work
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	Certification of Birth Aboard (Form FS-545)
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)
Passport from FSM (Micronesia) or RMI (Marshall Islands) with Form I-94	Native American Tribal Document	Native American Tribal Document
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	US Citizen ID Card (Form I-197)
	If under 18 years of age and you do not have the above documents, contact the Badging Office	ID Card for use of Resident Citizen in the USA (Form I-179)

**Step 4:** Your company will notify you once your background check has cleared. Check back with your company if you have not heard from them within 10 days.

**Step 5:** Call 503-460-4537 to schedule your training appointment. Appointment Date: \_\_\_\_\_ Appointment Time: \_\_\_\_\_

**Step 6:** After you complete your security training, you will be issued your badge.

**Security Training is open Monday – Friday 8:00am-3:00pm**  
**You must be on time; any late arrivals will need to be rescheduled.**

PDX Security Badging Office  
 Open Monday – Friday, 8am - 4pm  
 503-460-4500 or 1-800-547-8411 x4500  
[pdxbadginglostandfound@portofportland.com](mailto:pdxbadginglostandfound@portofportland.com)