

PORTLAND INTERNATIONAL AIRPORT

Security Badging Office

Name Changes Procedure

The PDX Security Badging Office does not want employees to get caught in situations where they do not have active badges, but we are bound by strict Transportation Security Administration regulations. Please plan ahead to ensure that a badge requiring a name change is renewed early in the month in which it expires to avoid any unnecessary impacts. Remember the renewal process with a name change could take up to 5 business days.

What: In January 2009, the TSA required that all airport security badges display employees' legal names. Employees who change their name, or have a nickname on their badge (which was previously allowed), are required to transition to their legal names when they renew their badges.

When: The PDX Security Badging Office checks the name on each badge during the badge renewal process to ensure that the name displayed on the badge matches the name on the employee's pieces of ID. Any badges that do not currently display the legal name cannot be renewed. Instead, a new badge is created that shows the employee's legal name. This badge must clear a background check, which takes 3 to 5 business days, before it can be issued.

- A. If an employee wants to change the name on their badge prior to badge renewal (such as after marriage or divorce), they can do so. A completed PDX Security Badging Application and pieces of ID that show the new legal name are required.
- B. Employees who need to transition to their legal name during badge renewal must bring a completed PDX Badge Renewal Application and pieces of ID to their training appointment.

Important Notes about Identification:

- The identifications must meet the requirements outlined in the applications (new or renewal). The TSA does not allow for any exceptions to the ID requirements.
- All pieces of ID must be original, not photocopied.
- The names on the IDs must match. The name on the badge will match the name on the ID.
- The ID cannot be expired.

Process: The employee will keep their current badge until the badge with their legal name clears a background check. Employees will be given a phone number to call to find out when their new badge is ready. Once the new badge is cleared, the employee will come to the badging office and exchange the old badge for the new badge.