

Security Badge Application Process FAQ's

Question: How do I apply for a PDX Security Badge?

Answer: All companies that are approved to have Security Badges at PDX have at least one employee who is designated as their company **Authorized Signatory** for Security Badges. Employees **must** contact their company's **Authorized Signatory** for information and direction on the Security Badge application process for their company. If you don't know who your company's **Authorized Signatory** is, check with your HR Department or your supervisor.

Question: My company is new to PDX and we don't have an **Authorized Signatory**. How do I get my company approved to have Security Badges at PDX?

Answer: If your company is new to PDX and you have a business need for a PDX Security Badge, please call the Security Badging Office at 503.460.4500 for information on the process for getting your company authorized for badges at PDX.

Question: What type of identification documents do I have to have to apply for a PDX Security Badge?

Answer: Federal regulations require badge applicants to present specific identification documents to the Security Badging Office when applying for a Security Badge. Your **Authorized Signatory** will provide you with a list of the acceptable types of identification documents.

Question: I already have a PDX Security Badge and it is about to expire. How do I renew my Security Badge?

Answer: You are required to obtain approval from your company's **Authorized Signatory** before your Security Badge can be renewed. Employees **must** contact their company's **Authorized Signatory** for approval and instructions for renewing their Security Badge. If you don't know who your company's **Authorized Signatory** is, check with your HR Department or your supervisor.