

PORTLAND INTERNATIONAL AIRPORT

Security Badging Office

Badge Renewal Procedure

To renew a security badge, the badgeholder must take training in the month that the badge is due to expire.

Process:

1. Call 503.460.4537 to schedule a training appointment.
2. Download a PDX Badge Renewal Form from the pdx.com Web page.
3. Complete Page 1 of the form and have an Authorized Signatory from your company sign the bottom of Page 2.
4. Review the ID requirements on Page 2 of the application and determine which pieces of ID you have that meet the criteria.
5. Important notes about ID:
 - All IDs must be current; they cannot be expired.
 - The badging office must see original documents, not photocopies.
 - The names on the IDs must match and must be your current legal name.
 - Your PDX badge must show your current legal name, so a new badge may be necessary if you have a nickname or anything other than your current legal name on the badge.
6. Bring your PDX badge, the PDX Badge Renewal Form, and the required pieces of ID to your training appointment. Please be on time. Those who arrive more than 10 minutes late will be rescheduled.
7. After you pass the training, your badge will be renewed.

Please note that the training room is very busy the last week of each month. To ensure that you get an appointment that works for your schedule, please plan ahead.