

Authorized Signatory's Checklist / Renewal Badge Applicant

- 1. Meet with applicant – if badge is expired over 30 days; follow New Applicant Checklist**
 - Inspect completed application.
 - Verify/copy ID's: Applicants must provide two (2) pieces of acceptable government issued identification. See SJC's I.D. Guidelines and TSA's [List of Acceptable Documents](#).
 - Complete back of application thoroughly; correctly requesting the appropriate levels of clearance and any necessary endorsements and sign **both** the Applicant Certification section **and** the Request to Fingerprint section. Badge applications must be printed on one (2 sided) piece of paper. Signing a blank application is serious security breach and could be subject to fines.

- 2. If Customs Clearance is necessary; prepare request letter and email along with CBP application and ID's to: sjccbpseals@cbp.dhs.gov.**

- 3. Schedule a Badge Testing appointment**
 - <https://www.flysanjose.com/business/sjc-badging-office/badge-appointments>.
 - Training must be completed within 30 days of the clearance notification. Badge will be issued at this appointment.
 - Applicants must arrive to appointments on time and fully prepared with their completed application, original ID's, and their current badge. Those arriving more than 15 minutes late, or with incomplete documentation may be asked to reschedule and may incur missed appointment fees.

- 4. Obtain badge number and expiration date from the applicant for your badge records**
 - The Airport Badging Office may audit your records at any time.

Questions? Contact the Airport Badging Office at (408)392-1152 or email airportbadging@sjc.org.