

Process of Obtaining a New Badge

For new badge holders, the security badging process takes place through two appointments:

- Appt. 1 - Applicant fills out and submits application, brings two forms of identification for submittal of Security Threat Assessment (STA) and is fingerprinted. During this visit, the employee will schedule their return appointment to complete training.
- Appt. 2 - Employee completes Computer Module Training and badge is issued (if STA's and fingerprints have cleared).









Appt. 1: Applicant Record Building/Fingerprinting –

1. To expedite the process, please fill out the [Airport Badging Application](#) and sign page one. When filling out the application, please remember these basic instructions:
 - a. Type or print information legibly
 - b. ALL correction tapes/fluids are prohibited – if you make a mistake, please print and complete a new form
 - c. All sections must include **original signatures** by the necessary parties – stamped signatures are not accepted
 - d. Applications must be presented to the Security Badging Office **within 30 days of a sponsor's signature**
 - e. Do not fold or staple the application
2. Page 2 of the badge application, obtain signatures from your SJC approved Authorized Signatory.
3. **After application sign-off, contact the SJC Badging Office at 408-392-1100 to schedule an appointment for fingerprinting.**
4. During your appointment, turn in your completed application forms with proper signatures to the Badging Office Staff. You will be fingerprinted (if required) at this time. First time SIDA, SIDA Non-Secure and Sterile applicants are required to clear an electronic, fingerprint-based criminal history records check before a badge can be issued. Before your appointment, download, print, and complete the [Fingerprint Personal Data](#) form to expedite the fingerprinting process. In addition to the application materials, you are required to submit two forms of identification for the Security Threat Assessment (STA). **Please refer to the [List of Acceptable Documents](#) for the proper forms of identification to bring with you to your appointment.** Although the processing time should take 15-30 minutes, please allow extra time for heavier volumes of Badging Office customers.

Appt. 2: Training and Badge Issuance –

Generally, the Criminal History Record Check (CHRC) and the Security Threat Assessment (STA) results are returned within seven to ten business days. The company will be notified once the Security Threat Assessment and Criminal History Records Check clearances are received. To check on the status of your background clearance, please contact your Authorized Signatory. **Applicants have 30 business days from notification date by the Airport to return to the Security Badging Office to complete training and to claim their badge. Failure to return within the 30-day time frame will cause the application to expire and the applicant will need to reapply and restart the badging process, with additional fees.**

Security Training – there is mandatory training for all applicants based on job responsibilities determined by your Authorized Signatory. Security Training must be successfully completed before a badge can be issued. SJC uses an Interactive Computer-Based Training Program for the following:

- | | |
|---|--|
|  Basic Security Awareness: 15 minutes |  Physical Vehicle Inspections (PVI) Test: 20 minutes |
|  Customer Service: 20 minutes |  Ramp Drivers Training: 30 minutes |
|  Movement Area Operations (MAOP) Test: 30 minutes |  SIDA Test: 30-45 minutes |
|  Non-SIDA: 30 minutes |  Sterile Training is provided via written documentation: 15 minutes |

Please allot enough time in order to complete all of the testing and to obtain your badge.

Renewal Badge Process (2 Year Renewal) –

- 1) Call the Badging Office to schedule a renewal appointment
- 2) Download and complete the [Airport Badging Application](#) according to the instructions. Badge-holders are required to renew access privileges within 30-days prior to badge expiration. **You must schedule an appointment with the Badging Office for testing.** Failure to renew after 30-days requires that the employee complete the application process from the beginning as a first-time applicant, including the fingerprinting process and security training.
- 3) Bring with you two forms of identification. Please refer to the [List of Acceptable Documents](#) for the proper forms of identification.

* Testing is completed every two years (ex: completed testing August 18, 2010 you are due for testing August 18, 2012). If you have the MAOP icon on your badge, testing is completed annually for the MAOP ONLY.

First Time Renewal Badge Process (6 month renewal) –

All employees, with the exception of SJCVB Volunteers and San Jose Police Officers, receive a six month probationary badge. No testing is needed during the 15 to 20 minute appointment. To renew your badge:

- 1) Call the Badging Office to schedule a renewal appointment.
- 2) Download and complete the [Airport Badging Application](#) according to the instructions. Badge-holders are required to renew access privileges within 30-days prior to badge expiration. **You must schedule an appointment with the Badging Office for testing.** Failure to renew after 30-days requires that the employee complete the application process from the beginning as a first-time applicant, including the fingerprinting process and security training.
- 3) Bring with you two forms of identification. Please refer to the [List of Acceptable Documents](#) for the proper forms of identification.

Contractors Renewal Badge Process –

Contractors receive their renewal badges in six month increments. The only exception to this rule is if the applicant has obtained the Contractor's Badge Extension Form from the Authorized Signatory. The form allows the Authorized Signatory to issue the contractor a badge beyond the regular six months with a maximum of a two year renewal. No testing is needed during the 15 to 20 minute appointment. To renew your badge:

- 1) Call the Badging Office to schedule a renewal appointment.
- 2) Download and complete the [Airport Badging Application](#) according to the instructions. If needed, also download and complete the [Contractor's Badge Extension Form](#). Badge-holders are required to renew access privileges within 30-days prior to badge expiration. **You must schedule an appointment with the Badging Office for testing.** Failure to renew after 30-days requires that the employee complete the application process from the beginning as a first-time applicant, including the fingerprinting process and security training.
- 3) Bring with you two forms of identification. Please refer to the [List of Acceptable Documents](#) for the proper forms of identification.