

GENERAL AVIATION BADGE PROCEDURES

City General Aviation tenants in GA West can follow these steps to obtain or renew their access badge:

Ensure that you are authorized to obtain a badge by checking the [General Aviation Badge Qualifications](#):

The guidelines under which badges will be issued are based on the type of Agreement with the Airport. Agreements can be for an individual, a partnership, a corporation, or a flying club. Distribution of badges are as follows:

- **Individual** – Issue one (1) badge to each individual identified in the basing agreement as the owner / pilot of the aircraft including spouses and/or domestic partners. Also eligible to receive one (1) badge are family members identified by the pilot of record who are licensed pilots and who regularly fly the aircraft. Please complete an Affidavit of Family Relation for each additional family member applying for a badge. The Airport Security Coordinator may approve additional badges when justified by the basing agreement holder.
- **Partnership** – Issue one (1) badge to each individual identified in the basing agreement as the owner / pilot of the aircraft including spouses and/or domestic partners. Also eligible to receive one (1) badge are family members identified by the pilot of record who are licensed pilots and who regularly fly the aircraft. Please complete an Affidavit of Family Relation for each additional family member applying for a badge. The Airport Security Coordinator may approve additional badges when justified by the basing agreement holder.
- **Corporation** – Issue one (1) badge per company pilot and/or authorized corporate officer. The Airport Security Coordinator may approve additional badges when justified by the basing agreement holder.
- **Flying Club** – Issue (1) badge per active club member. Flying Club badges may have additional restrictions. The Airport Security Coordinator may approve additional badges when justified by the basing agreement holder.
- If the individual is a qualifying family member, complete an [Affidavit of Family Relation](#) and [GA Badge Application](#).

Make an appointment with the SJC Badging Office. It can take up to 2 weeks to schedule an appointment, so please plan ahead of your badge expiration date. As a reminder, all badges must be renewed within 30 days

of their expiration date, otherwise additional testing will be required and delay the issuance of a new badge.

Failure to return an expired badge will result in non-refundable lost fees charged to your account.

No appointment is needed for broken badges or to pick up a badge after testing has been completed.

Badging Office hours are 7 AM to noon and 1 PM to 4 PM on Monday, Tuesday, Thursday and Friday; and 7 AM to noon on Wednesday.

Please visit <http://www.flysanjose.com/fl/business/badging/login/index.php> to schedule an appointment. The password is SJC.

All badge applicants should bring 2 forms of acceptable identification and, if applicable, their current airport badge when they arrive for their appointment. Acceptable identification is listed on the Badging Office forms page at

<http://www.flysanjose.com/fl/business.php?page=badging/forms&subtitle=Badging++Forms>

Badging fees are as follows:

<u>Description</u>	<u>Amount</u>
Badge Issuance	\$40
Replacement Badge	\$40
Lost/Stolen Badge	\$100
Damaged Badge	No charge

Please contact the GA Business Office at (408) 392-3577 or email ga@sjc.org if you have any questions. Thank you for your attention.