

PHX Security Badging Office (SBO) Know Before You Go

Congratulations! You are on your way to joining the PHX Airport team. Your next step is to apply for a PHX Airport ID Badge. All links referenced below can be found at <https://www.skyharbor.com/airport-business/security-badging/>.

Prepare for the Process

To apply for an Airport ID Badge, you must show original, unexpired and unaltered documents that prove your identity and right to work in the United States. You can find a list of acceptable documents on Federal Form I-9 lists here: <https://www.skyharbor.com/media/vbppjxxg/uscis-i-9-list-of-acceptable-documents-102119.pdf>. You can also see images of acceptable documents here: <https://www.skyharbor.com/media/w2zbgzut/badge-identification-requirements-8122022.pdf>.

Some companies pay for your badge application and others do not. If you are being asked to pay for your own badge and plan to pay in cash, please know that bills over \$50 are not accepted. Whenever possible please plan to pay by card. Initial Badging Fees:

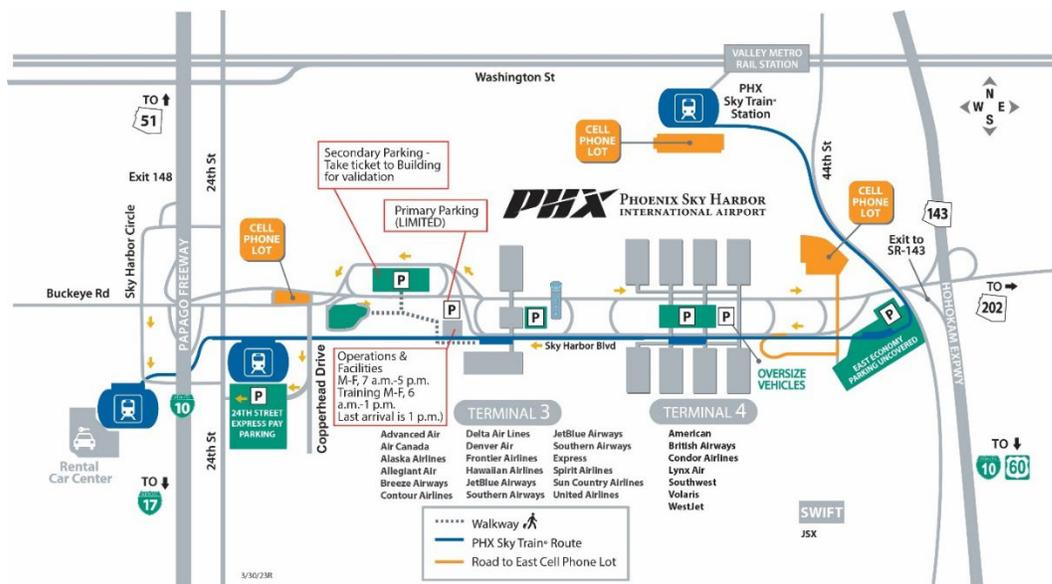
CHRC Fingerprint Fees/Initial Badge Fee/Initial STA:	\$39
Initial Badge Control Fee (paid when badge is issued):	\$50

Plan Your Trip

Once you have your documents, it's time to plan your trip to the Security Badging Office located in the Airport Operations Building at 3300 East Sky Harbor Boulevard. You may schedule an appointment by going to the QLess website <https://merchant.na10.qless.com/kiosk/app/home/10010000059> or via the QLess app, or you may join the line as a walk-in. We recommend scheduling an appointment whenever possible. The SBO is open Monday – Friday 7 AM to 5 PM, except holidays, and we are closed from 10 AM – 11 AM every Wednesday.

If you drive to the Security Badging Office, you can enter “PHX Security Badging Office” into your GPS and it will bring you directly to the facility. A limited number of spaces are available directly in front of the Operations Building and if full, please park in the West Economy parking garage across the street. Bring your parking ticket with you to the SBO and we will validate after you are processed.

You can also take public transportation to the airport and take the PHX Sky Train® to Terminal 3.



Seating is limited at the Security Badging Office, so please be prepared to wait for your appointment outdoors. If you scheduled an appointment, we work to serve you within 10 minutes of your appointment time. If you do not have an appointment and arrive as a walk-in, depending on the number of people ahead of you, you may wait minutes to hours. You can see how long the walk-in queue wait is by looking at the QLess app.

Check-in and Meet with an Agent

When you arrive, please check-in with the front desk or use one of the tablets if you have an appointment.

Your appointment will be with a Trusted Agent who will inspect and make copies of your documents, take your photo and in some cases, fingerprints, and confirm your information. The entire appointment takes 10-20 minutes.

You may be issued a Temporary Badge while your badge application is in process. Your Temporary badge allows you to work, but you must be escorted at all times when using your Temporary Badge.

Get Ready to Train

As soon as your background check is complete, you will receive an email with a link to training. This training teaches you the things you need to know to work at Phoenix Sky Harbor International Airport and you must complete it before you can receive your badge.

Time to Badge

Once your background check and training are complete, it is time to pick up your badge! Again, you may schedule an appointment via the QLess website or app, or you may join the walk-in queue. We recommend scheduling an appointment whenever possible.

Don't forget to bring your valid government issued picture ID when you pick up your badge at the SBO!

You're on Your Way

An Airport Trusted Agent will provide you with your permanent badge as well as a PIN code for those needing it. The PIN code is automatically generated by our computer system. You will need this PIN each time you use your badge for access. Best practice is to save it in your phone – never write it on your badge or keep it in the badge holder with your badge!

We all work together to Secure Our Airport Responsibly. Please remember that if your badge is ever lost or stolen you must immediately report this to your company's Authorized Signatory or the Airport Operations Center at 602-273-3311.

Thank you for joining the team at America's Friendliest Airport®. You are our greatest asset in keeping the airport safe, secure and friendly!