

## **Instructions: Access Control/Identification Badge Process**

### **Part I**

1. Print access control/ID application
2. Complete Sections 1 and 2  
Remember to sign and date Section 2
3. Your immediate manager or supervisor will need to complete Section 3
4. Prior to your manager or supervisor completing Section 3, they must complete TSA required training. Contact the Communication Center for additional information (458-2480).
5. Complete email notification form.
6. Bring completed application and email notification form plus one ID combination listed below to the Communication Center:
  - Valid drivers license...plus
    1. Social Security card
    2. or Birth certificate (with raised state seal), photo copies are not acceptable.
  - Or Passport ONLY

### **Part II**

The Lincoln Airport Authority will process your application. We will notify you via email once we have received your Security Threat Assessment (STA) from the Transportation Clearing House. Generally, we receive STA results within 72 hours. Your email will include how to access your training which is web-based and will include a user name and password.

SIDA training is only available in the Communications Center.

### **Part III**

Once all required training is complete we will notify you and finish the process with the issuance of your badge.