

# Security Badging Instructions

## Sarasota Bradenton International Airport

### AIRPORT OPERATIONS BADGING OFFICE

Address: 6000 Airport Circle Sarasota, FL 34243  
Office Hours: Monday – Friday, 8am – 4:00pm. Closed for most major holidays.  
Phone: 941-359-2770 Ext. 4268  
Fax: 941-358-2852  
Email: [badging@srq-airport.com](mailto:badging@srq-airport.com)  
Location: The ID office is located in the Main terminal, first floor between ticketing and baggage claim. Door is labeled “Airport Badging Office”

### NEW APPLICANTS (You do not currently have an SRQ badge or have not had one within the last 30 days)

- Complete the 2-page application form, which includes a Security Access Application and Privacy Act Notice. You may visit <https://srq-airport.com/badging> and use the fillable PDF option and then print the completed documents. Sign the application. NOTE: The forms work best if you download them first and then type into them.
- Have the authorized signatory for your organization sign the application form.
- Complete the CHRC Request form (Red, Green & Orange w/ concourse access badges only).
- Hand written applications **will not** be accepted.
- Hand deliver, fax or scan & email (password protected) the following forms to the ID Badge office 48 business hours PRIOR to your appointment date.
  - **1) completed Security Access application**
  - **2) CHRC form** (if necessary)
  - **3) Acceptable forms of identification (list can be found here <https://srq-airport.com/badging>)**
  - Partial application packages will not be accepted.
- Schedule an appointment online for training and fingerprinting
- PLEASE NOTE: A COMPLETE APPLICATION PACKAGE MUST BE RECEIVED BY THE ID OFFICE 48 BUSINESS HOURS PRIOR TO YOUR APPOINTMENT. YOUR APPOINTMENT WILL BE CANCELLED AND RESCHEDULED IF YOU SHOW UP AND THE ID OFFICE HAS NOT RECEIVED YOUR APPLICATION PACKAGE.
- Go to the badging office on your appointment date. Bring your acceptable forms of identification (if not already delivered in person). The ID documents presented must be original. Photocopies are not accepted. Arrive on time! Late arrivals may need to be rescheduled.
- Allow up to 2 hours for fingerprinting and training.
- See insurance requirements if driving a vehicle on the AOA
- NOTE: In order to obtain driving privileges on the NON-MOVEMENT AREA (RAMP) or MOVEMENT AREA (Runways & Taxiways), evidence of a current/valid driver’s license shall be submitted with the application if you have an OUT OF STATE LICENSE - This will require the applicant or employer to contact the issuing state agency to obtain proof of validity. FLORIDA LICENSE – a copy of the license is all that is needed; the badging office will check for validity directly from the Florida DMV.

## PROCESS TIME

The badging office will notify your company when your clearance has been received and your badge is ready to be picked up. This process can take up to 5 business days. Results for foreign born applicants can take up to 60 days. Do not contact the office for progress reports.

## RENEWALS (You currently have an SRQ badge)

DO NOT LET YOUR SECURITY BADGE EXPIRE, OR YOU WILL BE REQUIRED TO START THE BADGING PROCESS OVER AS A NEW APPLICANT. YOUR BADGE EXPIRES THE 1<sup>ST</sup> DAY OF YOUR BIRTH MONTH.

- Complete the 2-page application form, which includes a Security Access Application and Privacy Act Notice. You may visit <https://srq-airport.com/badging> and use the fillable PDF option and then print the completed documents. Sign the application. NOTE: The forms work best if you download them first and then type into them.
- Have the authorized signatory for your organization sign the application form.
- Complete the CHRC Request form (Red, Green & Orange w/ concourse access badges only)
- Hand written applications **will not** be accepted.
- Schedule an appointment online for re-current training and badge renewal.
- Go to the badging office on your appointment date. Bring the completed application forms, the expiring badge and acceptable forms of identification. The acceptable documents presented at time of appointment must be original. Photocopies are not accepted. A list of acceptable documents can be found here: <https://srq-airport.com/badging> Arrive on time! Late arrivals may need to be rescheduled.
- Allow up to 1 hour for re-current training.
- See insurance requirements if driving a vehicle on the AOA

## GENERAL AVIATION / AIRFIELD TENANTS (Yellow & Blue badges)

- Complete the 2-page application form, which includes a Security Access Application and Privacy Act Notice. You may visit <https://srq-airport.com/badging> and use the fillable PDF option and then print the completed documents. Sign the application. NOTE: The forms work best if you download them first and then type into them.
- Have the authorized signatory for your organization sign the application form.
- Hand written applications **will not** be accepted.
- Schedule an appointment online for training.
- Go to the badging office on your appointment date. Bring the completed application forms **and acceptable forms of identification**. The acceptable documents presented at time of appointment must be original. Photocopies are not accepted. A list of acceptable documents can be found here: <https://srq-airport.com/badging> Arrive on time!
- ATTENTION NEW APPLICANTS: Hand deliver, fax or scan & email (password protected) the following forms to the ID Badge office 48 business hours PRIOR to your appointment date.
- Allow up to 1 hour for training
- See insurance requirements if driving a vehicle on the AOA