New Badge Holders Help Guide.

 You are about to start the badging process; here’s a guide to help you navigate the process.

1. Your employer will complete an online badge application with you. The employer needs to review the application and two forms of ID with you before coming to the badging office.
2. Once your employer has electronically submitted your application, please set an appointment by going to [www.mymspconnect.com/badging](http://www.mymspconnect.com/badging).
3. Bring your 2 forms of ID with you to your appointment. Arrive early! The badging office is on Level Three of the Blue / Red Parking Ramp. Parking is available starting on Level Four of the Blue / Red Parking Ramp.

• Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Company contact or Company Signer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. When you get called into your appointment, follow the markings on the floor to the left of the front desk. No cell phone usage during appointments.
2. You will be fingerprinted, and you will have your photo taken.
3. Listen during your appointment, and follow the instructions given to you at your appointment! They are important and will help you with the next steps.
4. After your appointment, wait for your employer to contact you, notifying you of your clearance and when to return to get your badge.

How to Renew Your Badge

Badge holders should renew their badge BEFORE it expires. You have 30 days prior to the expiration date to renew your badge. MSP badges expire at 12 midnight on the date printed on the badge. **If you let your badge expire you will have to be re-fingerprinted but, in most cases, you may be able to walk away with a new badge.**

Badge application and renewal checklist:

1. **Complete the online badge application form.** The employee will be sent a link by their employer.
2. **Present two (2) acceptable**[forms of ID](https://www.mymspconnect.com/sites/default/files/2024-05/Acceptable%20ID%20Reference%20Guide_0.pdf)**, along with the MSP Airport Badge Application**to be reviewed, signed and submitted by your company's approved Authorized Signer.
3. **Authorized Signer will verify the employee’s MSP Airport Badge Application and both forms of identification**presented BEFORE signing and submitting the application.
4. **Join the badging queue/Make an appointment** You can join the badging queue from anywhere by texting\* ***mspbadging***to 612-294-7739\*\* or by clicking on the button below. Shortly before it’s your turn to be served, you will be sent a text alert to your mobile phone. Make sure to use a phone that you will keep with you because you will be texted\* when it's your turn. (You can also join the queue at the badging office by using the kiosk in the lobby.) **APPOINTMENTS ARE STRONGLY RECOMMENDED**.
5. **Go to the MSP**[Airport Badging Office](https://live-aaimymspconnect.pantheonsite.io/badging). The Badging Office is on Level Three of the Blue / Red Parking Ramp. Parking is available starting on Level Four of the Blue / Red Parking Ramp. Please make sure that the completed application was submitted by your company, bring the same two IDs presented to your Authorized Signer, and your MSP badge.

 \*Message and data rates may apply. The call or text may not be from a local area code.

\*\* This number is for texting only; it does not accept direct calls.