

HUNTSVILLE INTERNATIONAL AIRPORT BADGING OFFICE

BADGING PROCESS

1. Complete badge application form.
2. Authorized Signatory to review/approve form.
3. Schedule fingerprint appointment and bring application (with 2 forms of ID) to Badging Office at time of appointment.

NOTE: Allow 8-10 days for FBI Fingerprint/Security Threat Assessment Clearance.

4. Upon clearance approval, the Badging Office will notify applicant by phone to schedule an appointment to complete the FAA & TSA required training course(s).
5. Receive badge after training.

HOURS OF OPERATION

The Badging Office is located in the Airport Operations & Maintenance building at 108 Facility Way. Office hours are Monday – Friday, 8:00 AM – 4:00 PM.

NOTE: Badging Office is closed daily from 12:00 PM – 1:00 PM for lunch.

Training sessions are conducted Monday through Friday, and an appointment is required. Fingerprints are taken Monday through Thursday from 8 a.m. to 11 a.m. ONLY. No appointment is required, but fingerprints are processed on a walk-in basis.

Training Hours - New Applicants		
	Start Time	End Time
Session 1	8:00 AM	10:00 AM
Session 2	9:00 AM	11:00 AM
Session 3	1:00 PM	3:00 PM
Training Hours - Renewals		
	Start Time	End Time
Session 1	8:00 AM	10:00 AM
Session 2	9:00 AM	11:00 AM
Session 3	10:00 AM	12:00 PM
Session 4	1:00 PM	3:00 PM
Session 5	2:00 PM	4:00 PM

Contact Info: Phone: 256-258-1240