

BADGING OFFICE QUEUE INSTRUCTIONS

www.flydenver.com/badging

What are the Badging Office Hours?

Monday through Friday, 6:45am to 4:30pm, excluding City Holidays and other posted closures

Should I make an appointment for badging services?

YES! Appointments are available up to 30 days in advance and are recommended to minimize wait time in the Badging Office. **NOTE:** Appointments ARE **REQUIRED** for Badge Renewals at the Satellite Badging Office.

What documents are required at the Badging Office for ALL badging services?

Remember to bring two forms of government issued identification! Please bring the following documents to each visit:

1. Unexpired government issued photo ID
2. Unexpired proof of employment authorization
3. The names **must be the same (must match exactly)** on both documents

Visit the DEN badging website at www.flydenver.com/badging for a list of acceptable identification documents

Which queue should I join when I visit the Badging website or go to the Badging Office?

SATELLITE BADGING OFFICE (Primary location for NEW EMPLOYEES)

7640 Undergrove Street, Unit A, Denver, CO 80249

Appointments ONLY – New Employees

New employees making appointments for Visit #1 (Fingerprinting/STA) or Visit #2 (Training/Testing)

NOTE: Arrive at the Badging Office 10 minutes before your appointment time, no need to check-in

Walk-Ins – New Employees – weekdays starting at 6:45am – closes when full but no later than 3:00pm

New employees without an appointment for Visit #1 (Fingerprinting/STA) or Visit #2 (Training/Testing).

Appointments ONLY – Badge Renewals – **Appointments are REQUIRED for Badge Renewals at the Satellite Office**

Badge renewals at the Satellite Badging Office are by APPOINTMENT ONLY. Current Badgeholders without an appointment should visit the Concourse A Badging Office.

NOTE: Arrive at the Badging Office 10 minutes before your appointment time, no need to check-in

Walk-Ins – All Other Badging Services – weekdays starting at 6:45am – closes when full but no later than 4:30pm

Current Badgeholders who have a Lost/Expired or Damaged badge, need to update a Driver's License, get a badge for another Job, get a Customs Seal, update Facial Authentication /Fingerprint/PIN codes, and other badging services.

NOTE: Badge Renewals are NOT accepted in this queue.

CONCOURSE A BADGING OFFICE (Primary location for CURRENT EMPLOYEES)

Level 4, above gate A46

Appointments ONLY – All Badging Services

Individuals with access to Concourse A may book an appointment for any badging service.

NOTE: Arrive at the Badging Office 10 minutes before your appointment time, no need to check-in

Walk-Ins – Badge Renewals – weekdays starting at 6:45am – closes when full but no later than 3:00pm

Current Badgeholders may visit the Concourse A Badging Office for walk-in Badge Renewals.

Walk-Ins – All Other Badging Services – weekdays starting at 6:45am – closes when full but no later than 4:30pm

New Employee Visit 1, New Employee Visit 2, Lost/Expired Damaged badge, Update Driver's License, Badge for another Job, Customs Seals, Facial/Fingerprint/PIN code updates, and other badging services.



Scan this QR code
to join the Satellite
Badging Office
queue



Scan this QR code to
join the Concourse A
Badging Office
queue