



DENVER INTERNATIONAL AIRPORT (DEN) **BADGING PROCEDURE**

To schedule an appointment or check in for badging services, visit our website or scan the QR code below:

flydenver.com/badging



A BADGE IS REQUIRED FOR EVERY EMPLOYEE AT DEN

New Employee Badging Process

Once your company informs you that you have been approved or pre-authorized to visit the badging office you will make two visits to the Satellite Badging Office to get an Airport ID badge.

- **Visit #1** is to start the background checks
- **Visit #2** is for testing and badge issuance after your company has told you that your background checks have cleared

Current Employee Badging Process

Before going to the A Concourse Badging Office, contact your employer to ensure they have submitted your badge renewal application online. Badges can be renewed up to 60 days before the expiration date shown on the front of the badge.



REMEMBER TO BRING TWO FORMS OF GOVERNMENT-ISSUED IDENTIFICATION!

Bring the following documents to each visit:

1. Government issued photo ID
2. Proof of authorization to work in the US

The names **must be the same** on both documents

Visit the DEN badging website at flydenver.com/badging for a list of acceptable identification documents, to schedule an appointment, join the queue and for more information on the badging process.

HOW DO I MAKE AN APPOINTMENT?



NEW EMPLOYEES:

Scan to schedule an appointment at the **Satellite Badging Office**.



CURRENT EMPLOYEES:

Scan to schedule an appointment at the **Concourse A Badging Office**.

KNOW BEFORE YOU GO



NEW EMPLOYEES

SATELLITE BADGING OFFICE

7640 Undergrove Street, Unit A, Denver, CO 80249

Hours: Monday - Friday*, 6:45 a.m. – 4:30 p.m. *(the latest arrival is 3 p.m.)*

*Excluding City of Denver holidays**

The Satellite Badging Office is the primary location for **NEW EMPLOYEES**.

WHAT SERVICES ARE PROVIDED AT THE SATELLITE OFFICE?

- Fingerprinting (**Visit 1**)
- First-time badge testing (**Visit 2**)
- Replacement of lost or stolen badges

DO I NEED AN APPOINTMENT?

- **For New Employees:** Appointments or walk-ins are available at the Satellite location.
- Badge renewals are available at the Satellite location by appointment only and on a limited basis. *Current Employees are encouraged to use our Concourse A location.*
- The latest appointment available for training and testing is 3 p.m.



CURRENT EMPLOYEES

CONCOURSE A BADGING OFFICE

Level 4, above gate A46

Hours: Monday - Friday*, 6:45 a.m. – 4:30 p.m. *(the latest arrival is 3 p.m.)*

*Excluding City of Denver holidays**

The Concourse A Badging Office is the primary location for **CURRENT EMPLOYEES**.

WHAT SERVICES ARE PROVIDED AT THE CONCOURSE A BADGING OFFICE?

- | | | |
|--|-------------------------------------|---------------------------------------|
| • Badge renewals | • Customs Seals | • Updated drivers license |
| • Replacement of lost/stolen or damaged badges | • Facial authentication enrollments | • Badge for another job |
| • Badge color changes | • Badge returns | • Facial/Fingerprint/PIN code updates |
| | | • Other badging services |

DO I NEED AN APPOINTMENT?

- Individuals with access to Concourse A may book an appointment or walk in for any badging service listed above.
- The latest appointment available or walk in for training and testing is 3 p.m.

FREQUENTLY ASKED QUESTIONS

Go to flydenver.com/badging for more information and a complete list of FAQs.

I am a new employee at Denver International Airport (DEN). What do I do?

A DEN Airport ID badge is required for every person employed at DEN. You will need two (2) visits to complete the badging process. New employees should visit the Satellite Badging Office for Visit #1 which includes fingerprinting and TSA Security Threat Assessment (background checks). **Remember to bring two (2) forms of government issued identification!** Once your company has notified you that your background checks have cleared, you will visit the badging office again for Visit #2 to complete training and testing. When you have completed the training and testing required by TSA you will receive an Airport ID badge.

I have an appointment at the badging office. Do I need to check in?

No, you do not need to check in if you have an appointment. Please plan to arrive at the appropriate badging office at least 10 minutes prior to your appointment, otherwise, your appointment may be cancelled.

I joined the queue (line for service), but I need more time.

This feature of the queuing system is not available. You must be in the badging office to be served. You will need to rejoin the line when you are ready.

I am a current badge holder.

Can I walk in and renew my badge at the Satellite Badging Office?

No, current badge holders should renew at the Concourse A Badging Office, located level 4 above Gate A46. Both walk-ins and appointments are available for badge renewals at the Concourse A Badging Office. You must bring two (2) forms of government issued identification and your current badge.

When does my badge expire?

The badge expiration date is printed on the lower portion of front of the Airport ID badge. The badge expires one year from the date of issuance. Badges no longer expire on your birthday. You can renew your badge up to 60 days in advance of expiration.

Do I need two forms of ID for all services at the badging offices?

Yes, TSA does require us to see two forms of government issued ID for every service we perform at the badging offices. Please visit flydenver.com/badging for a list of acceptable documents.