



# EMPLOYEE BADGING PROCESS



Scan for  
Badging Info

- STEP 1: Fill out required documents and forms** for the badge type needed. The Identification Badge Permit Application must be signed by your Badge Sponsor to be valid.
- STEP 2: Schedule an appointment** to turn in the required applications and forms with the Security Department using the link on our website. Scan the QR Code to go directly to the website.
- STEP 3: Bring required applications and forms, acceptable forms of identification for the badge type needed and money order for fees** (if needed) to your scheduled appointment. Information on parking and directions to the Security Office are below.

*Forms can be found on our website at <https://flymsy.com/security-forms/>*

### **PUBLIC BADGE**

- Identification Badge Permit Application
- Privacy Act Form
- 1 form of ID (Government issued picture ID)
- \$20.00 Initial Badging Fee

### **STERILE BADGE**

- Identification Badge Permit Application
- Privacy Act Form
- Fingerprint Form
- 1 form of ID (Government issued picture ID)
- \$45.00 Fingerprint Fee

### **SIDA BADGE**

- Identification Badge Permit Application
- Privacy Act Form
- Fingerprint Form
- 2 forms of ID
- Government issued picture ID
- 1 official form with your name on it no photo required
- \$45.00 Fingerprint Fee
- \$20.00 Fingerprint Fee (Airline ONLY)
- \$25.00 Initial Fee (Contractor ONLY)



**ECONOMY GARAGE PARKING**

**900 AIRLINE DRIVE  
KENNER, LA 70062**

***Credit/debit cards only.  
Cash is not accepted.***

- Park in the Economy Garage located at 900 Airline Drive, Kenner, LA.
- Once parked, please take the elevators in the Economy Parking Garage to the 4th floor where there is a crossover walkway (on the west side) to get to the Employee Parking Garage.
- The entry to the South Campus Facilities is through the west sky bridge linking the Employee Parking Garage to the South Campus Facilities located at Zone 4 B/C of the Garage adjacent to the Garage's west elevator bank.
- Once you enter the South Campus Facilities, check in with the security guard and proceed to the Security Office (Room 314).

