

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)


PARK MSY EXPRESS™
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 341).

