

## Badging New Employees

### Badging Office Flyer

#### **STEP 1 – APPLICATION PROCESS**

All forms must be completely filled out in the presence of the Authorized Signatory prior to coming to the Airport Security Badge Office. The Badge Office will not accept any forms that are not properly copied. All forms must have original signatures. Each badge type requires different documentation, forms, and costs. Please note the required documents needed for your badge type listed below.

NOTE: The badge office only accepts Company/Cashier checks or Money Orders, payable to the New Orleans Aviation Board.

#### **PUBLIC BADGE**

- Identification Badge Permit Application
- Privacy Act Form
- 1 form of ID (Government issued picture ID)
- \$30.00 Initial Badging Fee

#### **STERILE BADGE**

- Identification Badge Permit Application
- Privacy Act Form
- Fingerprint Form
- 1 form of ID (Government issued picture ID)
- \$55.00 Fingerprint Fee

#### **SIDA BADGE**

- Identification Badge Permit Application
- Privacy Act Form
- Fingerprint Form
- 2 forms of ID (valid driver's license, US passport, social security card, etc.)
- \$55.00 Fingerprint Fee
- \$35.00 Initial Fee (Contractor ONLY)

All necessary forms can be found by clicking the button below or visiting [www.flymsy.com/security-forms](http://www.flymsy.com/security-forms).



**ACCEPTABLE FORMS OF ID:**

The List of Acceptable Documents from Form I-9, published by USCIS, is the source for documents we may accept.

**STEP 2 – CRIMINAL HISTORY RECORD CHECK (CHRC) & SECURITY THREAT ASSESSMENT (STA) CLEARANCE**

The authorized signatory will receive a notification via email when the applicant results are cleared. Fingerprint results are posted in one day to a week. STA results may take up to two weeks to post. Applicants may continue to STEP 3 only when the authorized signatory receives notification the applicant has been approved for a MSY badge.

Note: Fingerprint results are only available for 30 days. After 30 days, the fingerprint results will be discarded.

**STEP 3 – TRAINING**

Access the Airport online training center by using the following website: <https://msy.iets.com>. On the homepage, users will need to input the following: first name, last name, and badge number (excluding any letters or leading zeroes). The authorized signatory will provide the new employee with their airport ID number to login. Once access is granted, all training courses are listed. Users must take each of the required courses depending on their status (Please reference the below chart for the classes to be taken). All training courses are accessed by clicking on the name of the course. You will need to successfully complete the entire training course to receive credit and will see a confirmation screen at the end of the course. You will then be asked to click on the name of the next course to take another course or exit that will exit the training system.

**Training Courses:**

**All Employees – Required Courses**

Public & Sterile Badge (Initial)	Customer Service Human Trafficking Prevention at Airport Title VI & Non-Discrimination
SIDA Badge (Initial)	Customer Service Human Trafficking Prevention at Airport Title VI & Non-Discrimination Full Security (SIDA) Training Safety Awareness Orientation

**ADDITIONAL REQUIRED COURSES FOR CERTAIN BADGE HOLDERS**

<b>Employees with ramp/non-movement area driver privileges</b>	<b>Recurrent Non-Movement Area Driver Training</b>
<b>Badge Sponsors</b>	<b>Authorized Signatory</b>
<b>Employees with movement area driver privileges - NOAB/ARFF/Breeze Mechanics/FAA ONLY</b>	Movement Area Driver Training (must be completed every year)
<b>Law Enforcement Officers/ Security Guards</b>	<b>Public Vehicle Investigations</b>

Badge holders without access to an electronic device to complete the training can [schedule an appointment](#) online to take required training on-site in the Training Center.

**STEP 4 – RETRIEVING MSY AIRPORT ID BADGE**

Employees will schedule an appointment to obtain their badge from the Badge Office. [Schedule an appointment by clicking here.](#)

New employees must park in the Economy Garage. This is a paid parking garage that only accepts credit cards. [Click here for a map and directions.](#)