

How to Pay For Your Badge

1. Payment is due when the badge is issued or renewed, except for employees of companies that have made alternate payment arrangements (see below).
2. The Airport does not accept credit or debit cards, **only Cash or Check.**

Alternate Payment Arrangements

Organizations requesting Airport badges for employees may elect to accept financial responsibility for the Fees and/or Deposit.

Fees:

Badge Fees--The charge to issue an ID and Gate Access card (currently \$25 and \$5; subject to change).

Fingerprint Fees—Fees charged for the fingerprint-based Criminal History Records Check (SIDA and Sterile Area badges only -- currently \$50; subject to change).

Lost Badge Fee—If a badge is not returned at expiration or termination, a Lost Badge Fee is charged (currently \$200; subject to change).

Deposit: A refundable deposit is required for all badges (currently \$50; subject to change). The deposit is retained by the Airport if the badge is not returned.

The Airport will accept a letter on company letterhead, stating either of the following:

- a) Authorizing the Airport to bill the company for both Fees and Deposit;
- OR
- b) Authorizing the Airport to bill the company for Fees, and stating that the company accepts financial responsibility for badges not returned (in lieu of paying the deposit). If a badge is not returned, this will cost the company a Lost Badge Fee (currently \$200; subject to change).

In either case, include the billing address, contact name, phone number, and e-mail, in the letter.