

**Philadelphia International Airport
Systems Control & Security Office**

Fingerprint Appointments

Badging Appointments

Reporting a Lost or Stolen Badge

Reporting a Door Alarm

Phone: (215) 937-5452

Or

Ext. 4444 from Airport Courtesy Phones



HOW TO
RENEW YOUR
PHL SIDA BADGE

THE PHL ID BADGE RENEWAL PROCESS

The TSA has issued a Security Directive (1542 04-081) that now requires all current SIDA badge holders to undergo a recurrent fingerprint based Criminal History Records Check (CHRC) every 2 years. The implementation date for this requirement is Monday, July 27, 2015. ID badges expire on the badge holder's birthday 2 years after the badge is issued.

AIR CARRIER EMPLOYEES

Schedule badge renewal appointment 30 days or less before expiration.

Show 2 forms of government issued ID and "Air Carrier ID Badge Renewal/Replacement Slip" signed and CHRC Certification section completed by Authorized Signer of company.

Pay \$33 badge renewal fee with money order or company check unless company is billed.

Complete badge renewal appointment with "Air Carrier ID Badge Renewal/Replacement Slip" signed by Authorized Signer of company.

ALL NON-AIR CARRIER EMPLOYEES

Schedule badge renewal appointment 30 days or less before expiration.

Arrive 15 min prior to scheduled badge renewal appointment at Interactive Employee Training Center (IETC) to be fingerprinted.

Show 2 forms of government issued ID and "Airport Processed ID Badge Renewal/Replacement Slip" signed by Authorized Signer of company.

Complete regular badge renewal appointment at ID Badging office with "Airport Processed ID Badge Renewal/Replacement Slip" signed by DOA - Systems Control & Security agent.

Pay \$65 fingerprinting & badge renewal fee with money order or company check at once, unless company is billed.

Applicable to ALL Badge Renewals

If Fingerprint/CHRC results reveal a disqualifying criminal offense on or after **December 6, 1991** the individual will be placed in a pending state. The individual and the company's authorized signer will be notified via certified mail and have 45 days to submit supporting documents/disposition papers regarding any disqualifying offense. These documents can be delivered in person at:

**Philadelphia Intl. Airport - Communications Center
DOA - Security CHRC Adjudication
(between Airport Terminals C & D)
8000 Essington Ave
Philadelphia, PA 19153
Phone: (215) 937-5452**

Or via email/fax at:

**CHRCresults@phl.org
Fax: (215) 937-4558**

If supporting paperwork is not received within 45 days, the DOA – Security office will make a final decision to revoke the individual's badge. All such badges will be deactivated and must be returned to the DOA - Badging Office.

A copy of the fingerprint/CHRC results will be provided to an individual if requested in writing to the DOA - Systems Control & Security office.