

HUNTSVILLE INTERNATIONAL AIRPORT BADGING OFFICE

BADGING PROCESS

1. Complete badge application form.
2. Authorized Signatory to review/approve form.
3. Schedule fingerprint appointment and bring application (with 2 forms of ID) to Badging Office at time of appointment.

NOTE: Allow 8-10 days for FBI Fingerprint/Security Threat Assessment Clearance.

4. Upon clearance approval, the Badging Office will notify applicant by phone to schedule an appointment to complete the FAA & TSA required training course(s).
5. Receive badge after training.

HOURS OF OPERATION

The Badging Office is located in the Airport Operations & Maintenance building at 108 Facility Way. Office hours are Monday – Friday, 8:00 am – 3:00 pm.

NOTE: Badging Office is closed daily from 12:00 PM – 1:00 PM for lunch.

Training sessions are conducted Monday/Wednesday/Friday. Fingerprints are taken on Tuesday/Thursday.

Training Hours		
MONDAY	Start Time	End Time
Session 1	8:00 AM	10:00 AM
Session 2	10:00 AM	12:00 PM
Session 3	1:00 PM	3:00 PM
WEDNESDAY		
Session 1	8:00 AM	10:00 AM
Session 2	10:00 AM	12:00 PM
Session 3	1:00 PM	3:00 PM
FRIDAY		
Session 1	8:00 AM	10:00 AM
Session 2	10:00 AM	12:00 PM
Session 3	1:00 PM	3:00 PM

Fingerprinting Hours		
	OPEN	CLOSED
TUESDAY AM	8:00	12:00
PM	1:00	3:00
THURSDAY AM	8:00	12:00
PM	1:00	3:00

Contact Info: Phone: 256-258-1240