



Badging and Access Control Office Frequently Asked Questions (FAQ)

- 1. Is there an age limit for becoming an ID Media holder?**
 - An ID Media holder may be no younger than 14 years old and no older than 105 years old.
- 2. How do I know which type of ID Media I need?**
 - The type of ID Media needed is dependent on what the individual's "operational need" is under their sponsoring company. The sponsoring company Signatory should inform you of the type of ID Media Access you will require and state such on your ID Media application.
- 3. What does the ID Media process look like for a new applicant?**
 - An applicant will first apply for the ID Media through the Badging Office and Access Control (Badging Office). *Please see questions 6 and 7 for the application process.*
 - Once applied, the Signatory will receive a "Clearance Notification" which they will relay to the applicant. *See question 4 for more details on the Clearance Notification.*
 - Once cleared, the applicant will be eligible for training and ID Media pick-up. The Signatory should provide the details for pick up and training instructions to the applicant.
- 4. How long does it take for my Signatory to get the Clearance Notification?**
 - The application process takes approximately 1-2 weeks to clear through. However, the process can be shorter or longer than the approximated timeline. Once an applicant has cleared through the initial process, the Clearance Notification will be sent to the applicant's Signatory.
 - It is the Signatory's responsibility to convey the Clearance Notification to the applicant.
 - Only the applicant and the sponsoring company Signatory may request a status update on an applicant's clearance.
- 5. Are there processing fees to attain ID Media?**
 - No. There are no fees for the application process. The only fees associated with the ID Media are for lost or stolen ID Media. Lost ID Media includes ID Media that was deactivated by request of the individual or signatory and was not returned within 30 days of that request.
- 6. How do I apply for a SIDA or Sterile badge?**
 - A SIDA or Sterile ID Media applicant must undergo fingerprinting at the Badging Office to apply for their respective ID Media.
 - Fingerprinting is a walk-in service and requires the applicant to bring in the following:
 - a. ID Media application
 - The application must be completed by the applicant and signed by their sponsoring company Signatory.
 - b. Two forms of identification documents
 - Please see the "Acceptable forms of ID for details on the types of IDs accepted.
 - If you are a Part 1544 Air Operator the applicant will not need to be fingerprinted at the Badging Office. Instead, please provide us with the OPM Case number in the Signatory Certification section of the application. Please provide the following to the Badging office in-person during walk-in availability, or through email at LGBbadgeApps@longbeach.gov:



- a. ID Media application
 - The application must be completed by the applicant and signed by their Sponsoring Company Signatory.
- b. Two forms of identification documents
 - Please see the “Acceptable forms of ID for details on the types of IDs accepted.

7. How do I apply for AOA ID Media?

- Provide the following to the Badging Office in-person during walk-in availability, or through email at LGBbadgeApps@longbeach.gov:
 - a. ID Media application
 - The application must be completed by the applicant and signed by their Sponsoring Company Signatory.
 - b. Two forms of identification documents
 - When providing copies of Identification Documents via email, please ensure the entire document is pictured and legible. Illegible or incomplete documents will not be accepted. Identification documents will only be accepted in PDF or .JPEG form. The original documents must be presented during pick-up.
 - Please see the “Acceptable forms of ID for details on the types of IDs accepted.

8. What do I do if my ID Media is lost or stolen?

- If your ID Media is lost or stolen, please contact the Badging Office immediately to let us know. If our office is closed, please contact the Airport Communication Center at 562-570-2640. Either the Badging Office or the Communication Center will deactivate the ID Media immediately to ensure no one can use it. Once deactivated, you are eligible to be escorted.
- Once you have notified either the Badging Office or the Communication Center, please notify your Signatory of the situation. Request that they send an email to the Badging Office stating your ID Media is lost or stolen and whether you will need a replacement. ID Media can only be replaced after the Badging Office has received this email.
- To replace the ID Media, please come to the Badging Office during walk-in hours with a completed application and two forms of ID. If your ID Media was Stolen, a police report must be filed, and a copy must be provided to the Badging Office to replace the ID Media. You must replace your ID Media within 30 days of deactivation.

9. My company is new to LGB and needs access to the security areas of the airport. How do I gain access to a security area of LGB?

- You will need to establish the company and a company Signatory with the Badging Office if you require access to LGB airport security areas.
- Individuals becoming a company Signatory for an unestablished company should email the Badging Office at LGBbadging@longbeach.gov and request the necessary forms to establish a company. Individuals that do not have ID Media will need to become ID Media holders before they can become a Company Signatory.
- Only an established Signatory, that has completed the necessary training and received ID Media may sponsor and sign for new applicants or applications



10. Can I add an endorsement after I have been issued ID Media?

- Yes, you may add either a Driving Endorsement and/or an ESCORT endorsement after you have been issued ID Media. This can be done during the Walk-In hours of the Badging Office.
- For a Driving Endorsement you will need:
 - a. A new application, signed by your company Signatory
 - b. Current ID Media
 - c. LGB Issued Driving Permit
 - d. The “Authentication of Driver Endorsement Certification” form granted by LGB Operations when they issued you the Driving Permit
 - e. Two original forms of ID
- For the Escort Endorsement you will need:
 - a. A new application, signed by your company Signatory
 - The Signatory must authorize escort authority within the ID Media application.
 - b. Current ID Media
 - c. Two original forms of ID

11. Where do I park when I visit the Badging Office? Does the Badging Office validate parking?

- Individuals can park at lot A or B when visiting the Badging Office. Please note the office can only validate parking for Lots A and B. Validation is granted upon request.

12. What happens if my ID Media expires?

- If the ID Media expires, you will need to re-apply as a new applicant. This will require a new background check and clearance notification before you can train and pick up the new ID Media.

13. What do I do if I need to work with multiple companies at LGB?

- Your ID Media is issued to you so that you can conduct business on behalf of the company sponsoring you. If you need to conduct business with another company in addition to the company already sponsoring you, you will need to acquire additional ID Media through the other company. This may mean you will have multiple ID Media to be allowed to conduct business with multiple Sponsoring Companies.

14. What do I do if I am a current ID Media holder, but would like to be sponsored by another company instead of my current company?

- If you no longer require ID Media with your current sponsoring company and will be switching to another sponsoring company, you may conduct a company name change. A company name change allows for an individual to keep their current expiration date or renew under a different company (if eligible). An individual who wishes to conduct a company name change will need to bring the following during our walk-in availability:
 - a. A completed application that is signed by the new sponsoring company’s Signatory.
 - b. Two forms of ID.
 - c. The current ID Media.
- A receipt for your previous ID Media may be requested at the time of the Company Name Change.