**Welcome to the MSP Airport Badging Office!**

**You are about to start the badging process; here’s a guide to help you navigate the process.**

* **Your employer will complete an online badge application with you. The employer needs to review the application and two forms of ID with you.**
* **Once your employer has electronically submitted your application, please set an appointment by going to** [**www.mymspconnect.com/badging**](http://www.mymspconnect.com/badging)**.**
* **Bring your 2 forms of ID with you to your appointment. Arrive early!**
* **Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Company contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **When you get called into your appointment, follow the markings on the floor to the left of the front desk. No cell phone usage during appointments.**
* **You will be fingerprinted, and you will have your photo taken.**
* **Listen during your appointment, and follow the instructions given to you at your appointment! They are important and will help you with the next steps.**
* **After your appointment, wait for your employer to contact you, notifying you of your clearance and when to return to get your badge.**

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Check parking at:

[www.mspairport.com/parking.aspx](http://www.mspairport.com/parking.aspx) or call 1-877-FLY-PARK