

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.
- 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.

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.
- 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.