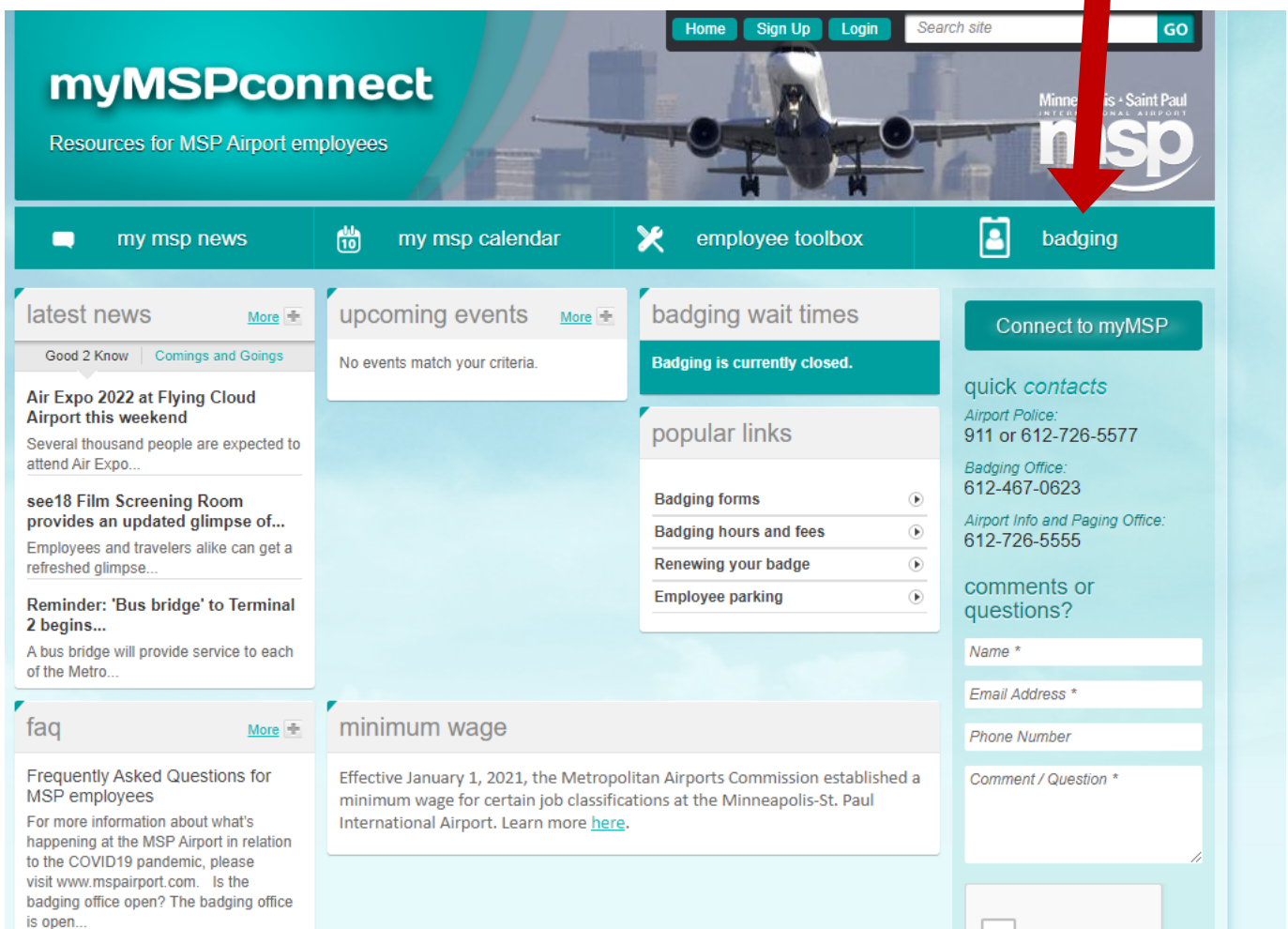


# Appointments/Walk-In Queue

## Future Appointments

Website - [mymspconnect.com](http://mymspconnect.com)

Click on the “Badging” tab



The screenshot displays the myMSPconnect website interface. At the top, there is a navigation bar with links for Home, Sign Up, Login, and a search field. The main header features the myMSPconnect logo and the text "Resources for MSP Airport employees". Below the header is a teal navigation menu with tabs for "my msp news", "my msp calendar", "employee toolbox", and "badging". A red arrow points to the "badging" tab. The main content area is divided into several sections: "latest news" with articles about Air Expo 2022 and film screenings; "upcoming events" showing no matches; "badging wait times" indicating that badging is currently closed; "popular links" including Badging forms, hours and fees, renewing badges, and employee parking; "faq" with frequently asked questions about COVID-19 and badging; and "minimum wage" information. On the right side, there is a "Connect to myMSP" button, "quick contacts" for Airport Police and Badging Office, and a "comments or questions?" form.

Click on "Appointments/Join the Queue"

**myMSPconnect**  
Resources for MSP Airport employees

my msp news | my msp calendar | employee toolbox

badging

### badging

## MSP Airport Badging Office and Aviation Security Division

The Airport Badging Office and Aviation Security Division are administrative divisions of the Airport Police Department. Together, they are responsible for the process of issuing Airport Identification Badges to employees who work and require access to security sensitive areas of MSP for their official job duties.

The Badging and Security Office is now located at:  
4650 Glumack Drive, Suite HC-3710  
St. Paul, MN 55111  
Terminal 1, Parking Ramp between Red and Blue ramps on Level 3

**SORRY WE'LL BE CLOSED!**

The Badging Office, SIDA training and Administration Offices will be closed on Monday, June 19th in observance of Juneteenth. We will reopen at 7am on Tuesday, June 20th.

**Depending on daily staffing levels, the walk-in queue could be closed for the entire day or have limited availability.**

The Badging office and SIDA training room/APD Learn Center have moved to 3rd floor of the Hub Core Building which is located between the red and blue parking ramps!

### Joining the Queue (walk-ins and appointments)

**Join the queue!**

You can sign-up for badging services anywhere through text messaging or online. Text *mspbadging* to 612-294-7739 (Message and data rates may apply. The call or text may not be from a local area code) or by [clicking here](#). Shortly before it's your turn to be served, you will be sent a text alert to your mobile phone. Make sure to use a phone that you will keep with you because you will receive a text when it's your turn. (You can also join the queue at the badging office by using the kiosk in the lobby.)

Walk-in Queue Hours:  
Monday, Tuesday, Thursday, Friday – 7:00am to 3:00pm  
Wednesday – 6:00am to 3:00pm  
\*\*\*If you have a scheduled appointment at a later date and choose to join our walk-in queue, your scheduled appointment is subject to cancellation\*\*

- Make a [future appointment](#) for badging services using the queue. [Click here](#) for instructions on how to make an appointment. **APPOINTMENTS ARE STRONGLY RECOMMENDED**
- Appointments can be made up to 30 days in advance using the website or the kiosk at the Badging Office, appointments are not able to be made using the text messaging option at this time.

**badging wait times**

- People currently in line: 4
- Forecast wait time: 10 min

**badging**

- Appointments/Join the Queue
- Training
- Authorized Signers
- Badge Deactivations and Returns
- Frequently Asked Questions
- Lost Badge
- Office Closures
- Renewing your Badge
- Security Ordinance/Aviation Security
- Forms Library
- Existing Company Requirements
- New Company Requirements
- Vendor/Contractor/Tenant Process
- Acceptable ID's
- Badge Holder Responsibilities
- Concourse Passes
- Contact the Aviation Security Department/Badging
- Customs Seals
- Directions to Badging Office
- Disqualifying Crimes
- Fingerprinting Requirements
- Hours and Fees
- Parking Information

# Instructions

**myMSPconnect**  
Resources for MSP Airport employees

my msp news | my msp calendar | employee toolbox

## Appointments/Join the queue

### SCHEDULE AN APPOINTMENT OR JOIN THE WALK-IN BADGING QUEUE

**Join the queue!**

Now you can sign-up for badging services anywhere through text message or online. Text *mspbading* to 612-294-7739\*\* or by [clicking here](#). Shortly before it's your turn to be served, you will be sent a text alert to your mobile phone. Make sure to use a phone that you will keep with you because you will be texted when it's your turn. (You can also join the queue at the badging office by using the kiosk in the lobby.)

Appointments are strongly recommended-[click here for instructions on how to use the Queue](#).

If you have a scheduled appointment at a later date and choose to join the walk-in queue, your scheduled appointment is subject to cancellation.

<u>Walk-in Queue Hours:</u>	Monday, Tuesday, Thursday, and Friday	7:00am – 3:00pm
	Wednesday	6:00am – 3:00pm

Message and data rates may apply. The call or text may not be from a local area code.  
The queue number is for texting only; it does not accept direct calls.

badging

- Appointments/Join the Queue
- Training
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- Lost Badge
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- Existing Company Requirements
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- Concourse Passes
- Contact the Aviation Security Department/Badging
- Customs Seals

# Please tell us about yourself.

First name:

Last name:

Cell Phone:

Standard text messaging rates will apply.

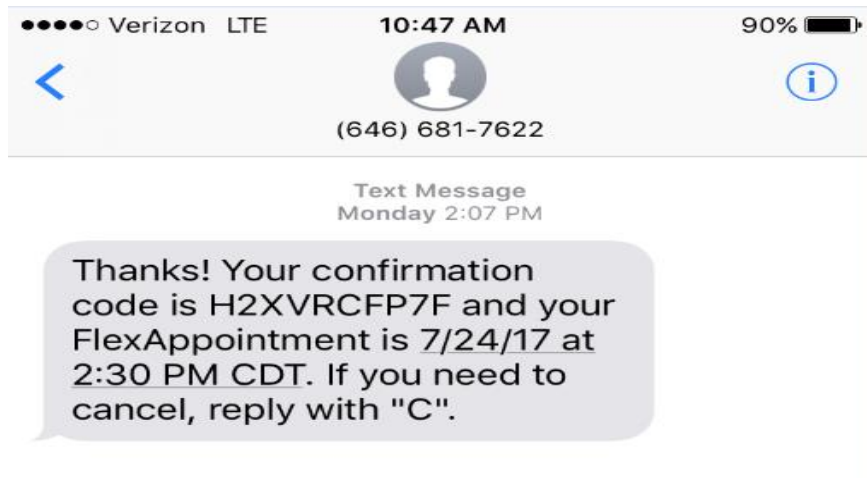
## What would you like to get in line for?

 Walk-Ins 🕒 43 min, 3 people in line.	 Future Appointments FlexAppointments only				
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## Please select the day & time at which you would like to be seen.

< Tuesday August 16, 2022 📅 >

7:45 AM	8:00 AM	8:15 AM	8:30 AM	8:45 AM	9:15 AM	9:30 AM	9:45 AM
	11:15 AM	11:30 AM	11:45 AM	1:45 PM	2:00 PM		



## Joining the Daily Walk-In Queue

Three Options Available – Website, Text, or In Person at the Kiosk

The Walk-In Queue is available for sign-up at 7 a.m. on M/T/Th/F and 6 a.m. on Wednesdays. We recommend signing up as early as possible.

### Website

What would you like to get in line for?



Please tell us about yourself.

First name:

Last name:

Cell Phone:

## Text

- 1.) Text "mspbadging" to 612-294-7739
- 2.) You will then receive a text asking for your name



# In Person at the Badging Office (kiosk)



Thanks! Your est wait is now 435 min. We'll let you know when you reach the front.  
Commands available: "S" - Status update, "L" - Leave, "H" - Help

Status update from Walk-Ins:  
There are now 43 people ahead of you. Your est. wait is 129 min. Need more time than that? Reply with "M".

Status update from Walk-Ins:  
There are now 37 people ahead of you. Your est. wait is 144 min. Need more time than that? Reply with "M".



Status update from Walk-Ins:  
There are now 17 people ahead  
of you. Your est. wait is 67 min.  
Need more time than that?  
Reply with "M".

M

If you need even more time,  
just reply with "M" followed by  
the # of additional minutes you  
need (for example, "M 20" if  
you need 20 additional  
minutes.)

Ok, we pushed back your spot  
in line so you can have more  
time. Your estimated wait is  
now 75 min.

M 30

Ok, we pushed back your spot  
in line so you can have more  
time. Your estimated wait is  
now 107 min.

Walk-Ins: There are 5 people ahead of you. Your estimated wait is 41 min - 44 min. Need more time than that? Reply with "M".

You have reached the front of the line! Please go to Station 4. Thanks for waiting!-

[Tap to Load Preview](#)

QLess.com



Sorry, we still haven't heard back from you, so we had to give your spot away. You have 10 min to rejoin the front of the line - reply with "J".

**\*\*\*Please Note:**

- 1.) Applicants will lose their appointment or spot in the walk-in queue if they aren't present inside the badging office within two minutes of being summoned.
- 2.) Employees can schedule appointments up to 30 days before badge expiration. We highly recommend doing this.