

OFFICE HOURS

MONDAY - FRIDAY
(CLOSED HOLIDAYS & WEEKENDS)
St. Louis Lambert International Airport
Badging Office

(314) 426-8095 *phone* / (314) 890-1325 *fax*

Employees and Contractors, thank you for helping make STL a great place to work! Your efforts are appreciated by the countless travelers that come through the airport. In order to make your badging process as easy as possible, please make sure you have the following list of acceptable forms of identification (shown on back of this page) and be here early so the Badging Office staff can best serve you as quickly as possible.

Our hours are as follows Monday – Friday (closed on weekends and government holidays):

MORNING

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7:30 AM UNTIL 11:30 A.M.

****ACCEPTING APPLICATIONS UNTIL 11:30 A.M.****

OFFICE CLOSSES AT 12:00 P.M.

AFTERNOON

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1:00 PM UNTIL 4:00 P.M.

****ACCEPTING APPLICATIONS UNTIL 4:00 P.M.****

OFFICE CLOSSES AT 4:30 P.M.

**** = On heavy volume days, application end times are subject to change without notification**

Arriving at the office opening times of 7:30 am and 1:00 pm will provide you with the best chance to complete your business with less of a wait time.

You cannot leave the premises until your badging business is completed.



**NO BADGE RENEWALS, FINGERPRINTS OR AIRLINE
THREAT ASSESSMENTS ON TUESDAYS**



Please turn over this sheet for List of Acceptable Identification →

List of Acceptable Documents for All Non-U.S. Citizens

Two (2) documents are required – One must be a photo ID
Need one document from Column A and one document from Column B

Column A	Column B
Proof of Identity	Proof of Work Eligibility
<ol style="list-style-type: none"> 1) Permanent Resident Card (Form I-551) 2) Unexpired foreign passport with temporary I-551 stamp 3) An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B) 4) An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94 5) Drivers License or State ID card issued by a U.S. State, Puerto Rico, Guam, Samoa or Canada 6) U.S. Military ID card 	<ol style="list-style-type: none"> 1) Permanent Resident Card (Form I-551) 2) Unexpired foreign passport with temporary I-551 stamp 3) An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B) 4) An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94 5) U.S. Social Security Card (without disclaimer) 6) ID card for the use of Resident Citizen in the United States (Form I-179)

Every individual must present at least two forms of identification. One must be a photo ID. The combination of documents must fulfill the criteria for personal identification and proof of employment eligibility. The names on the identification must be an EXACT match. EXPIRED documents are NOT ACCEPTABLE.

Non-U.S. citizens born outside of the U.S. are encouraged to provide as many documents as possible, especially those related to work eligibility, in order to expedite the STA approval process. Documents providing the applicant's Alien Registration Number (ARN) or I-94 Arrival/Departure Form number are required.

Individuals with driving access MUST bring their driver's license.

List of Acceptable Documents for All U.S. Citizens

Two (2) documents are required – One must be a photo ID
Need one document from Column A and one document from Column B

Column A	Column B
Proof of Identity	Proof of Work Eligibility
<ol style="list-style-type: none"> 1) U.S. Passport 2) Drivers License or State ID card issued by a U.S. State, Puerto Rico, Guam, Samoa or Canada 3) U.S. Military ID card 4) Military dependent's ID card 	<ol style="list-style-type: none"> 1) U.S. Passport 2) U.S. Social Security Card (without disclaimer) 3) Certificate of Birth Abroad issued by Department of State (Form FS-545 or Form-DS-1350) 4) U.S. Birth Certificate (original or certified copy issued by state, county, or municipal authority with official seal) 5) U.S. Citizen ID Card (Form I-197)

Every individual must present two forms of identification. One must be a photo ID. The combination of documents must fulfill the criteria for personal identification, proof of work eligibility and proof of citizenship. The names on the identification must be an EXACT match. EXPIRED documents are NOT ACCEPTABLE.

U.S. citizens born outside of the U.S. MUST provide a U.S. passport, Certificate of Birth Abroad (DS-1350 or FS-545), Certificate of US Citizenship (N-560 or N-561) or Certificate of Naturalization (N-550 or N-570) in order to complete the STA approval process.

Individuals with driving access MUST bring their driver's license.