

OFFICE HOURS

MONDAY - FRIDAY

(CLOSED HOLIDAYS & WEEKENDS)

St. Louis Lambert International Airport

Security Operations Unit

Badging Office

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

MORNING



07:30 AM UNTIL 11:30 AM

****APPLICATION CUT-OFF TIME IS 11:30 AM****

OFFICE CLOSSES AT 12:00 PM

AFTERNOON



01:00 PM UNTIL 04:00 PM

****APPLICATION CUT-OFF TIME IS 04:00 PM****

OFFICE CLOSSES AT 4:30 PM

**** = On heavy volume days, cut-off times are subject to change without notification**

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

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



NO BADGE RENEWALS 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.