



## **Badge Holder Procedures**

### **Badge Renewal and Badge Handling**

April 2011

***Badge holders who have changed their sponsorship affiliation must return the expired badge to Republic Airport Security Access Office before renewal application.***

**DO NOT PROCEED WITH RENEWAL UNTIL SPONSORSHIP IS CONFIRMED.**

**Application processing is non-refundable.**

#### 1. Badge Renewal

The badge-holder will receive email notifications that the badge is due to expire. The renewal process must be initiated by the badge-holder. The badge-holder must go to [www.republicairport.net](http://www.republicairport.net) and click on the SECURITY ID BADGE link to login.

The following steps must be completed to receive a renewal badge.

1. In the Order New Items column, click on "Renew Badge"
2. Confirm your current sponsorship. If it has changed, **DO NOT RENEW UNDER PRIOR SPONSORSHIP**. You must contact the Airport Security Access Coordinator at (631) 386-6109 for further instruction.
3. Review (and update, if needed) the contact information and click Submit
4. Enter the credit card information to purchase the new badge and click Submit
5. Go to the Action Items column and upload a current badge photo. Hat, sunglasses or any head covering is not permitted. Background must be light and solid. Photo must be clear and image easily recognizable
6. Go back to the Action Items column and click on Training. Complete the Training.

When the steps above are completed, the DER can approve or refer the badge renewal.

#### 2. DER Responsibilities

The DER will see on its DER Portal that the badge-holder has initiated the renewal process. The DER must:

1. Confirm or upload the badge-holder's photo.
2. Review the ID and Criminal Check
3. Ensure the Training is marked finished
4. Approve/Refer/Deny the badge renewal



### 3. Notification of Badge Receipt

The badge holder will be notified by email to retrieve the new badge.

The badge-holder must bring the old badge and another form of government issued photo identification to the DER in order to retrieve the new badge.

The old badge is the Property of NYSDOT and must be returned to NATACS for destruction.

### 4. Attestation for Lost Badge

If the badge-holder has lost their old badge, a Lost Badge Attestation form must be completed. The attestation form can be obtained by clicking on "Lost Badge Attestation" link displayed in the DER eABS Dashboard menu (<https://www.natacs.aero/frg/forms/BadgeAttestation.pdf>)

Print the form and complete the information as requested. The badge-holder must sign the form.

Submit the completed form to NATACS using any of the methods provided on the form.

### 5. Test New Badge

The badge-holder must go to one of the pedestrian access points to test the badge

### 6. Help-Desk

If there is a problem with the badge, contact NATA Compliance 1.888.440.6661 or e-mail [info@natacompliance.com](mailto:info@natacompliance.com) Monday through Friday 7:00 AM to 8:00 PM Eastern Time.

### 7. Replacement Badge (Lost or Damaged)

Each badge has a thin microchip strip laced within the badge. If the badge becomes warped (sitting on a dashboard, tucked in a wallet, worn on an arm band), cracked, dented or altered in any way, the badge may become inoperable. See Badge Handling Guide below. The cost for a replacement badge is \$25.00.

The badge holders can order a replacement badge online under the Order New Items section.



NOTE: If the badge will be expiring within 60 days, the Replacement Badge order option will not be available. The badge holder would instead order his/her Renewal Badge.

8. Badge Handling Guide
-------------------------

## **Handling Guide**

### **Please Read Carefully**

- Do not use for any other purpose other than for access control or identification
- Do not leave in direct sunlight, for example on the dash of a car.
- Do not expose to extreme heat or open flame.  
For example, clothes dryers or clothes irons.
- Do not expose to organic solvents, thinners, mineral spirits, etc.
- Do not machine wash.
- Do not use as an ice scraper or scraping tool.
- Do not crimp, bend, or twist card.
- Do not re-laminate.
- Do not immerse in alcohol, Isopropyl, ethanol, methyl, etc.
- Do not bite.
- Do not pound with a pen or tool.
- Do not punch a slot or hole in an undesignated area.