



## How do I get a Juneau International Airport GA badge?

Print this checklist to help you through the process:

- 1)  **Badge Application Form:**  
Complete the “Badge Application Form – General Aviation.” You can print it from the Juneau International Airport website:  
<http://www.juneau.org/airport/badging.php>.
- 2)  **Signatures:**  
Your signature must be witnessed by the Badging Officer.  
Other signatures may be required:
  - 1) If you are an employee of a company doing business at the Airport, the Authorized Company Representative we have on file must also sign.
  - 2) If an Airport tenant is authorizing your use of a hangar, tie down, aircraft etc. the Badging Officer must verify there is a sub-tenant agreement on file with the Airport Manager’s Office.Call the Airport Badging Office at 586-0957 if you have questions, or are not sure who the Authorized Company Representative is.
- 3)  **Call Badging Office:**  
Make an appointment to turn in the application form. Call 586-0957 to make an appointment. (My 1<sup>st</sup> appointment is:  
DATE: \_\_\_\_\_, at TIME: \_\_\_\_\_).
- 4)  **1<sup>st</sup> Visit:**  
Bring the application as well as approved identification from the list below.
- 5)  **Processing:**  
Badging Officer will process the application. Once the Badging Officer has received clearance from the Transportation Security Administration, he/she will then call you to set up a 2<sup>nd</sup> appointment to issue the badge. (My 2<sup>nd</sup> appointment is:  
DATE: \_\_\_\_\_, at TIME: \_\_\_\_\_).
- 6)  **2<sup>nd</sup> Visit:**  
Badging Officer will photograph you, and issue your badge. Bring with you the following payment, unless your company has made other payment arrangements (call 586-0957 to check for any payment arrangement):  
Deposit \$50, Badge Fee \$25, Access Card \$10