

Signer Newsletter



Remind applicants: We do background checks



Please make sure you are scrutinizing who gets a badge for your company. We are seeing many individuals turning in badge applications without check-marking a disqualifying crime or pending charges that they have on their record.

A knowing and willful false statement appearing on the badge application can lead to punishment that includes a fine, imprisonment or both. (See Section 1001 of Title 18 United States Code.)

Using out-dated badge applications? That's bad form

The MSP Airport Badge Application form was updated in July 2019. Starting in mid-October, earlier versions of the form can no longer be submitted to the Badging Office.

For the next 30 days, the Badging Office will accept the earlier versions of the form. But beginning on October 20, 2019, earlier versions will not be accepted.



The current and most recent version (July 2019) of the MSP Airport Badge Application has the latest TSA security requirements. To make sure that you're using the current version of any of our forms, download them as needed from the [myMSPconnect Badging Office Forms Library](#).

Badge holder information changes

Any changes to a badge holder's personal information -- including changes in address, phone number, citizenship or name -- must be reported to the Badging Office within 10 days of the change.

Email badging@mspmac.org to notify of changes to address and phone number, and also stop by the Badging Office with the required documents to update name and citizenship.

Failure to update information within 10 days is a violation and may result in a citation.

Don't hesitate to replace a damaged badge



Please tell badge holders that their MSP airport security identification badge must be kept in its MAC-issued plastic protector at all times. One is provided with every badge issued at no cost. Extras may be purchased for \$1.00 each.

If a badge stops working, return it to the Badging Office or to the Police Department at Terminal 1 on the baggage claim level for assistance after hours. There is a \$30 fee to replace badges that are not in the plastic badge protector, that have had holes punched in them, have damage due to neglect, or show other intentional damage.

A damaged badge cannot be reprinted at the baggage claim location if it includes a charge; that has to be done at the Badging Office.

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