OFFICE HOURS

MONDAY— FRIDAY
(CLOSED HOLIDAYS & WEEKENDS)

St. Louis Lambert International Airport Badging Office

Phone (314)426-8095 / Fax (314)890-1325

Badging hours (Closed from 12:00 –1:00 for lunch)

Morning — 7:30 am until 11:30 am **Afternoon** — 1:00 pm until 4:00 pm

** Application end times are subject to change without notice **

Thank you for helping make STL a great place to work!

In order make your badging process as easy as possible, **you must have 2 forms of ID** from the following list of acceptable forms of identification (shown on the back of this page) and **please make an appointment** in our QLess system so the Badging Office staff can serve you as quickly as possible. You will receive a text message alerting you to your appointment time to reduce waiting. We strongly suggest making an appointment

Please scan this QR code to set up your badging appointment or access at http://kiosk.na8.qless.com/kiosk/app/home/102

Be aware that if you set up a "walk in" appointment you may not be seen today.

<u>DO NOT</u> leave the premises until your badging business is completed

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

Please see the back of this sheet for the List of Acceptable Identification ➡

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
1) U.S. Passport	1) U.S. Passport
2) Drivers License or State ID card issued by a U.S. State, Puerto Rico, Guam, Samoa or Canada	2) U.S. Social Security Card (without disclaimer)
3) U.S. Military ID card	3) Certificate of Birth Abroad issued by Department of State (Form FS-545 or Form DS-1350)
4) Military dependent's ID card	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.

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
1) Permanent Resident Card (Form I-551)	1) Permanent Resident Card (Form I-551)
2) Unexpired foreign passport with temporary I-551 stamp	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)	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	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	5) U.S. Social Security Card (without disclaimer)
6) U.S. Military ID card	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