



Process Overview

COLLECT



- ✓ Authorization Statement Signed
- ✓ Applicant has signed Application Document

PREPARE



- ✓ Badge Application Validated
- ✓ Fingerprints Appointment Scheduled
- ✓ Fingerprints Received

TRANSMIT



- ✓ Background Check sent to TSC

AUTHORIZE



- ✓ STA Passed
- ✓ CHRC Adjudicated
- ✓ Training Scheduled
- ✓ Training Completed
- ✓ Badge Issuance Authorized

ISSUE



- ✓ Pick Up Scheduled
- Issue Badge

COLLECT PHASE:

1. Signatory must sign the Authorization Statement and Applicant must fill out and complete the badge application.
2. The Badging Office is waiting to receive the completed badge application.

PREPARE PHASE:

1. The Badging Office has received the completed application and must review the documents submitted. Corrections will be requested if needed.
2. After reviewing, the applicant and Signatories will be notified a Fingerprint Appointment is ready to be scheduled (if applicable).
3. Fingerprints are received after the applicant comes to the Badging Office and completes their fingerprint appointment.

TRANSMIT PHASE:

1. Background checks are submitted to TSC and are awaiting clearance.

AUTHORIZE PHASE:

1. “STA Passed” and “CHRC Adjudicated” will be checked when the applicant clears their background check.
2. Training will need to be scheduled (for new badge applicants) or done remotely (for renewals).
3. After completing training, the Badging Office will review the training accomplishments and authorize the badge issuance.

ISSUE PHASE:

1. Applicant will pick up their badge at their Training or Badge Pick Up appointment.