



Presented to:

Authorized Signatories

AirBadge: Endorsement Change Requests

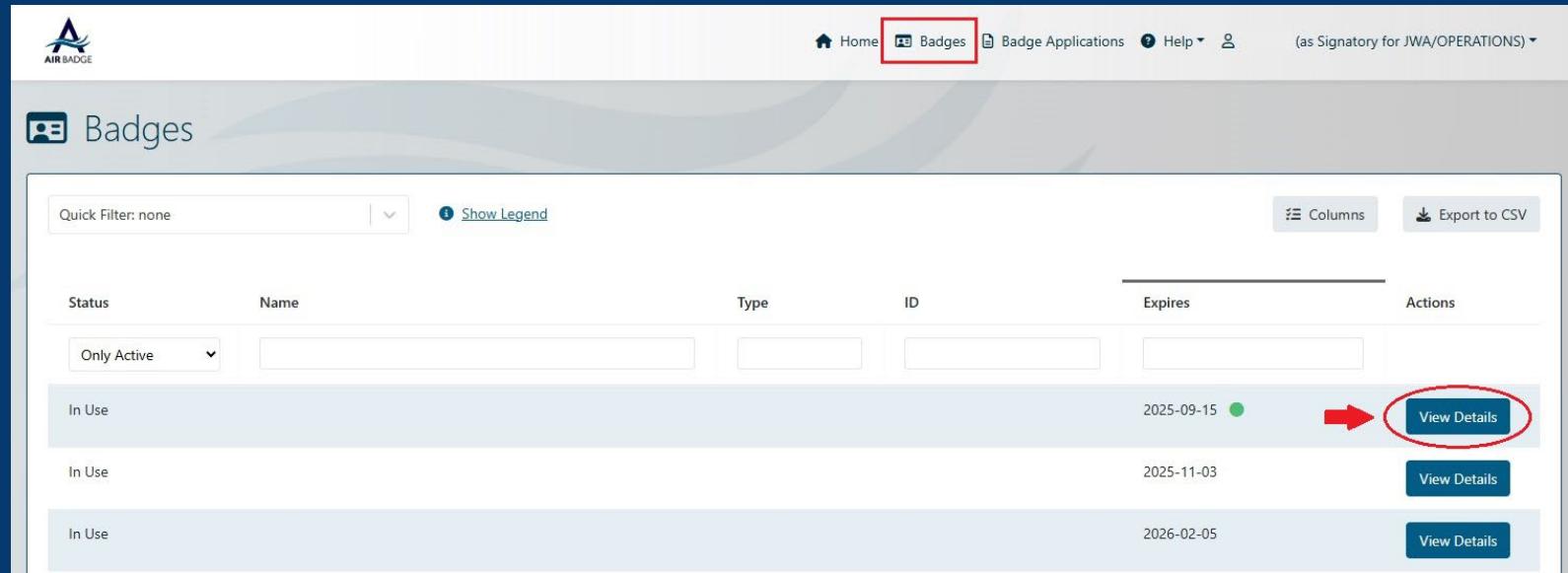
Presented by:

Badging Office

2025

**JOHN WAYNE AIRPORT
ORANGE COUNTY**

Endorsement Change



The screenshot shows the AIR BADGE application interface. The top navigation bar includes links for Home, Badges (which is highlighted with a red box), Badge Applications, Help, and a user account. The user is signed in as 'as Signatory for JWA/OPERATIONS'. The main screen is titled 'Badges' and displays a table of badge records. The table columns are: Status, Name, Type, ID, Expires, and Actions. A dropdown menu for 'Status' is set to 'Only Active'. The table data is as follows:

Status	Name	Type	ID	Expires	Actions
In Use				2025-09-15	View Details
In Use				2025-11-03	View Details
In Use				2026-02-05	View Details

1. Navigate to the **Badges** Screen
2. Locate the individual that will require the endorsement change request
3. Select **View Details**

Endorsement Change

4. Under “Actions” select **Endorsement Change Request Form**

5. Fill out the request form and “Submit Request”

- Depending on the nature of the request, if approved, the badging office will send an appointment request to the individual that needs the endorsement change or reach out via email if other instructions are required
- At this time, AirBadge is unable to notify Signatories when requests are approved, please check with the badge holder if they received an appointment request

Driving	Movement Area Driver	Escort
Yes		
Law Enforcement Officer (LEO)?	Is allowed ADA / access point timed override?	
No	No	

ACTIONS

-  Start Renewal
-  Prevent Renewal
-  Deactivate Badge
-  Lost Badge Form
-  Endorsement Change Request Form

Request*
Provide as much detail as possible

What change is being requested? What is the reason for the change?

Type your name*

Sign your name*

[reset signature](#)

[Cancel](#) [Submit Request](#)



For more information:

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