

Presented to:

Authorized Signatories

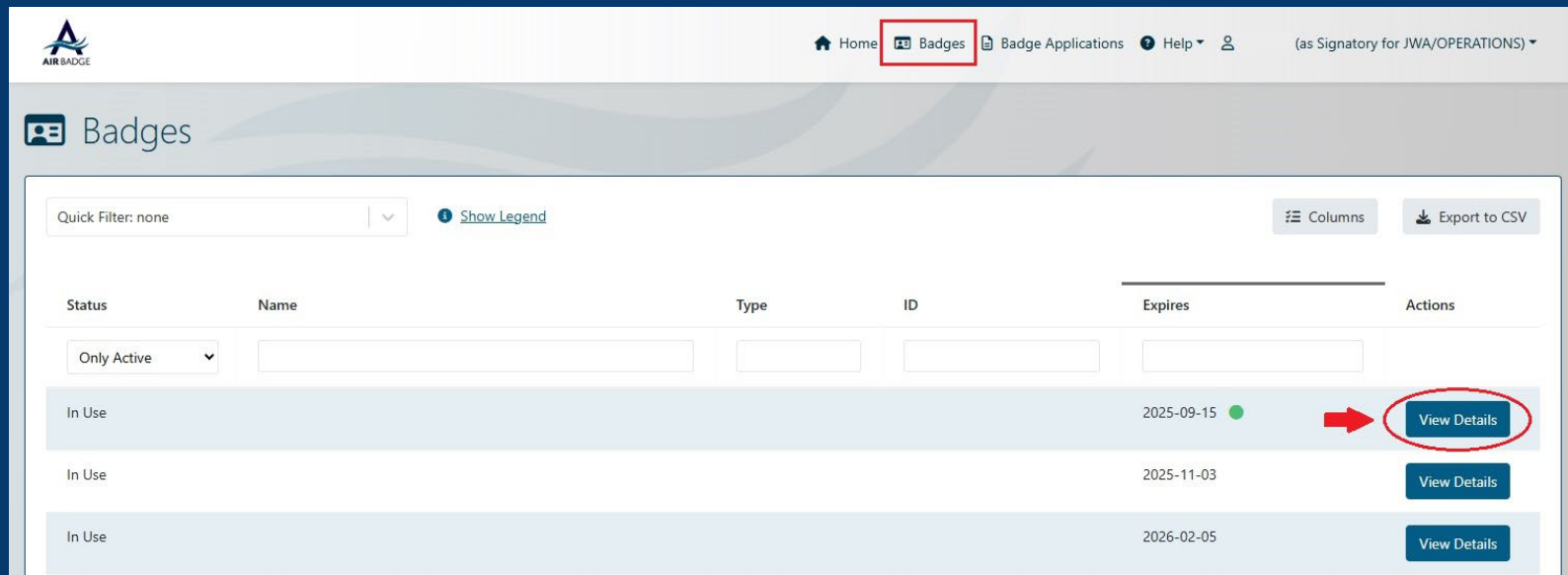
AirBadge: Endorsement Change Requests

Presented by:

Badging Office

2025

Endorsement Change



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

The screenshot displays the AirBadge management interface. At the top, a table shows driver status: 'Driving Movement Area Driver' is 'Yes', 'Escort' is 'Yes', 'Law Enforcement Officer (LEO)?' is 'No', and 'Is allowed ADA / access point timed override?' is 'No'. Below this is an 'ACTIONS' section with four options: 'Start Renewal' (refresh icon), 'Prevent Renewal' (stop icon), 'Deactivate Badge' (exclamation mark icon), and 'Lost Badge Form' (person with exclamation mark icon). The 'Endorsement Change Request Form' option is highlighted with a red border. A 'Close' button is in the top right. The main form area is titled 'Request*' with the instruction 'Provide as much detail as possible'. It contains a large text input field with the placeholder 'What change is being requested? What is the reason for the change?'. Below this are two signature fields: 'Type your name*' and 'Sign your name*', each with a corresponding text input box. A 'reset signature' link is located below the second signature field. At the bottom right are 'Cancel' and 'Submit Request' buttons.

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

ACTIONS

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

Close

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:

OCAIR.COM



@johnwayneairport



@johnwayneair



@johnwayneair