

Friedman Memorial Airport Airport Badging Office Procedures

READ CAREFULLY: BADGING PROCEDURES

Your request for access at the Friedman Memorial Airport (FMA) will require that you take the following steps:

1. Applicants must schedule an [onsite appointment](#) with the FMA badging office. *(Appointments must be scheduled twenty-four hours in advance, walk-in not permitted.)*
 - Log into [Appointment Scheduler](#), select an activity, date, and time.
 - All appointment requests will be followed by a confirmation e-mail notification, appointments are not valid without the confirmation.

2. ***Walk-ins are no longer permitted; all badging activities must be scheduled.***
 - Allow approximately one hour to complete the application process.
 - *Come to your appointment with the **required personal identification**, i.e. Driver's License and **ONE** of the following forms of personal identification: **Passport, Social Security Card, or Birth Certificate.***
 - AIB processing fees will apply, please come prepared with **a check or credit card (credit card processing fees apply)**. Prior arrangements for direct billing can be made. **Cash will no longer be accepted.**
 - The Transportation Security Administration (TSA) Security Threat Assessment (STA) will take approximately ten to fourteen days to process. You will be notified upon receipt of approved STA.
 - New Enrollments - All required FAA/TSA **training must be completed** prior to AIB issuance. You will receive instructions from the Airport Badging Office.
 - Failure to comply with the above requirements appointment(s) may need to be re-scheduled.

Staff Contacts

Airport Badging Office Phone: 208-788-4956 X107 E-mail: badging@iflysun.com	Becca Lynn, Trusted Agent (TA) Airport Trusted Agent Phone: 208-788-4956 E-mail: becca@iflysun.com	Nick Carnes, TA Airport Trusted Agent Phone: 208-788-4956 E-mail: nick@iflysun.com	Steve Guthrie, ASC Airport Security Manager Phone: 208-788-4956 E-mail: steve@iflysun.com
--	--	---	---

Friedman Memorial Airport Badging Office Hours - Appointments

Credentialing Office Hours:

Monday thru Thursday (Closed Friday)

By Appointment Only – 9:00 am – 4:00 pm (walk ins **NOT** permitted)

Airport Security (link) - <https://iflysun.com/airport-security/>

Online Appointment Scheduler - <https://fma.securappointment.com/>

Please Note: All appointments require confirmation via E-mail notification. If canceled or not confirmed please choose an alternate time, [Appointment Scheduler](#).

Appointments must be scheduled twenty-four hours in advance.