



READ CAREFULLY: BADGING PROCEDURES HAVE CHANGED

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)*
2. Allow approximately one hour to complete the application process.
3. Come to your appointment with required personal identification, i.e., Driver’s License and ONE of the following forms of personal identification: **Passport, Social Security Card, or Birth Certificate**. Renewal applicants must also surrender their existing badge.
4. 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.**
5. The Transportation Security Administration (TSA) Security clearances will take approximately ten to fourteen days to process.
6. New Badge Applicants: All required FAA/TSA **training must be completed** prior to badge issuance.
7. Renewal Badge Applicants: Re-occurring training for badge renewals must be completed within ten days of issued badge renewal. Failure to complete may result in suspension of airport access.

Friedman Memorial Airport Staff Contacts			
Airport Security/Badging Office Phone: 208-788-4956 E-mail: badging@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) Hours: 9:00 am – 5:00 pm Airport Security (link) - https://iflysun.com/airport-security/			

**Thank you,
Friedman Memorial Airport Badging Office**