



To begin the SIDA badge application process, please follow these steps;

STEP 1 – Application

Complete and sign the **SIDA Badge Application Form**. Have your Authorized Signatory sign your application.

STEP 2 – Fingerprints

Complete and sign the **Fingerprint Application Form**.

STEP 3 – Schedule Appointment

Call or email our office to make an appointment for fingerprinting. **An appointment is required for fingerprinting.**

Please call 360-671-5674 x 329 or email badging@portofbellingham.com to schedule your appointment. Badging hours are Monday – Friday, 8:30am – 4:00pm

STEP 4 – Appointment Day

Come to your appointment with 2 forms of acceptable documentation (**see I-9 Identification Documentation Requirements** document), your completed and signed badge application, and fingerprint application. Driver's license is mandatory for non-movement access. Your second form of ID can be your social security card, birth certificate, and/or passport.

After we have your 2 forms of ID and your applications, the background check will take 3 to 7 business days to be cleared.