



RDM ID BADGING PROCESS

1. **Initial & Renewal Applicants**

- Initial and renewal applications can be downloaded from RDM's website www.flyrdm.com – Terminal Services – Airport Security & Badging Office, **OR** request applications by sending an email to rdmid@flyrdm.com
- The Authorized Signatory, or the applicant, need to send an email request to rdmid@flyrdm.com for a processing appointment, or stop by the Badging Office in person.
- Initial or renewal applications must be completed by the applicant.
- Applications must be reviewed by the Authorized Signatory *prior* to the processing appointment.
- The Authorized Signatory must submit a completed Authorized Signatory form for the applicant. Applications will not be processed prior to receiving completed Authorized Signatory forms.
- Current ID holders renewing RDM ID must complete a processing appointment and attend a training class.
 - ID renewal cannot be sooner than 30 days prior to expiration date, or more than 30 days past the expiration.

2. **PROCESSING APPOINTMENTS** (takes approximately 10 -15 minutes)

- Park in paid parking lot, provide the parking stub to the Badging Office for validation.
- Temporary employee parking card will be issued (if applicable).
- Non-expired I-9 ID document(s) will be reviewed (I-9 ID form is part of the application).
 - If born outside of USA, proof of legal authorization to work is required.
- Photo will be taken – bring your smile!
- Fingerprints will be collected (if required).
- Payment will be collected from the applicant, unless the employer is paying for the ID.
 - Check, cash, credit and debit cards are accepted forms of payment.

3. **ID Training**

- Training classes are typically scheduled once per week.
 - Schedules are subject to change; **all** effort will be made to avoid cancellation.
- Specific training date requests *may* be accommodated if requests are made at least three weeks in advance of desired training date.
- When background checks are complete (typically 7 - 10 business days) training will be scheduled. Training options provided will include the next two weeks.
 - Training dates are not available for reservation beyond two weeks.
 - Background results for applicants born outside of USA typically take longer, 3 – 6 weeks.
 - The Authorized Signatory is notified when background checks are completed.
- Reservations are required for training classes.
 - Reserve a training date by emailing rdmid@flyrdm.com including name, contact number and desired training date, or stop by the Badging Office in person.
- Attendees late to training may be required to re-schedule their training class.

4. **ID Issuance**

- RDM ID may be issued upon completion of training, given the processing appointment was a minimum of 48 hours prior to training. ID may also be provided to the applicant's Authorized Signatory to issue.
- Applicants with processing appointments less than 48 hours prior to training will be notified (within two business days) when their RDM ID is ready for pick-up, or it will be provided to the Authorized Signatory.
- Upon receiving ID, the applicant must immediately test it to ensure it works (if applicable).