

What are the hours of the Badging Office?

Monday - Friday, by appointment only.

What are the fees associated with obtaining an access badge?

The Badge Fee Schedule is posted on our website under Access and Badging.

What if I do not have a driver's license?

There are numerous ways to meet the identification requirement for an access badge. We are federally required to collect two forms of identification. We have listed the easiest ways to satisfy that requirement on our application instructions. If you cannot provide one of the documents listed there, contact your Authorized Signatory for alternative ways or consult the Federal I-9 Form.

Why can't I use a driver's license and a concealed weapons permit or military ID to satisfy the document requirement?

As per the Federal I-9 form those documents establish identity. We need documentation that establishes both identity and employment authorization.

What if I was born outside of the United States?

Applicants born outside the United States must provide a valid passport, birth certificate, permanent resident card, or I-94 form as part of their two documents.

Why do the names on my application and identification have to be identical?

Federal regulations require the names on the identification to match the application name. For this reason, we cannot accept any identification that does not match exactly.

Can I sign section 1 of my access badge application?

No. TSA mandates that all applications be submitted with approval from an Authorized Signatory.

What is an Authorized Signatory?

The Authorized Signatory is the primary point of contact for the Security and Badging Office. They attend specialized training to learn TSA regulations. This individual is responsible to confirm the applicant has an operational need to obtain an access badge. They are also responsible for authorizing and verifying the information on all badge applications and ensuring the identity of the individual before the application is submitted.

Can I pay for more than one employee at a time?

We cannot accept bulk payments. This is to make sure that each applicant has satisfied the criteria of the application process before accepting payment.

How can I pay for the access badge?

Applicants can pay by credit card through our website. We also accept checks made payable to Hilton Head Island Airport and exact cash only. We cannot provide change in the office.

How long will my background check take?

A background check varies by individual and may take anywhere from 3 days to a week. If the applicant is born outside the U.S. it may take up to 30 days. We must wait for TSA to clear each applicant, so the delay is not due to our office.

How do I return my badge?

Access badges should be returned to your Authorized Signatory. If that is not possible, contact the Security and Badging Office for assistance.

For further information contact the Airport Security Coordinator:

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