



County Council of Beaufort County
Hilton Head Island Airport
120 Beach City Road
Hilton Head Island, South Carolina 29926
Phone: (843) 255-2952
www.hiltonheadairport.com



Access Badge Fee Schedule:

New Access Badge	(fingerprint fees included):	\$60
Badge Renewal	(CHRC included):	\$60
TSA Access Badge		\$21

Damaged Badge Reprint*:	\$20
Badge Change Reprint*:	\$42
Lost / Stolen 1st:	\$60
Lost / Stolen 2nd:	\$85
Lost / Stolen 3rd:	\$125
Lost / Stolen 4th:	WILL NOT ISSUE

For a New Access Badge, the badging process starts when the application is submitted. If the application process is not completed within 30 days due to the fault of the individual/company, the applicant must submit a new application and a new application fee.

Access Badge Renewal Late fee: \$25

Failure to renew your ID badge prior to its expiration date will result in the assessment of a \$25.00 late fee (in addition to the normal Badge Renewal fee). Payment of the fee must be fulfilled prior to issuance of the badge.

Unreturned Badge: \$100

After 14 calendar days, Companies will be billed \$100 per unreturned Access Badge for employees who left their company, and the Access Badge was not returned.

After 14 calendar days, AOA badge holders will be billed \$100 per unreturned Access Badge if not returned.

After 14 calendar days, Contractors will be billed \$100 per unreturned Access Badge if not returned upon badge expiration or completion of the project.

*Reprint Fees:

*Badge Change Reprint fee- for individual and/or company requests such as name changes, new pictures at the request of the employee, badges that have privileges updated, or reactivated badges that require a badge to be reprinted.

*Damaged Badge Reprint fee- Access Badge will be replaced as is. If a change is requested on a damaged badge, the Badge Change Reprint is due.

Fees are nonrefundable.