



**To:** SIDA Badge Holders  
**From:** Cindy Howland, BMI ASC  
**Date:** 4/12/2017  
**Re:** SIDA Badge Renewal

In compliance with TSA Security Directive 1542-04-08 Series, airport issued ID media must be renewed every 2 years. BMI SIDA badges expire in May, June, July and August of 2017 and must be renewed in the month they are set to expire. The below list shows the expiration date for each badge category:

Cargo SIDA (FedEx)	5/31/2017
Tenants within terminal (except airlines): CIRA, TSA, Sheriff, Tailwind, etc.	5/31/2017
Airlines	6/30/2017
Tenants outside terminal: Image, Synergy, Dumont, contractors (not construction)	7/31/2017
TSA CBIS	8/31/2017

All SIDA badge holders are required to complete SIDA and drivers training (if applicable) prior to renewing. Training is to be completed on the ANTN Digicast website. A document is attached with instructions to complete the training. It is important to retain your login information as it will be needed for recurrent training.

Badges will be renewed by appointment only during the following time frames beginning May 1st:

- Mondays: 9am - 11am
- Fridays: 3pm - 5pm
- Saturdays: 9am - 11am and 3pm - 5pm

Badge holders are required to bring their current badge, 2 forms of ID (list of acceptable ID's are attached) as well as any airport issued keys assigned to them as we will also be conducting our annual key audit. A driver's license is required for those with non-movement or movement area driving privileges. If these items are not provided when renewing, a new appointment will need to be scheduled. Badges not renewed by the expiration date will be deactivated.

If there are employees who cannot come in during the assigned hours or prior to their expiration date, please contact Airport Operations.

For any questions or concerns, the Airport Operations Department may be reached at (309) 834-7396.