



## AOA / General Aviation BADGE RENEWAL PROCESS

**Airport Identification must be renewed annually to allow uninterrupted access. You may renew your ID up to 30 days prior to its expiration date.**

**If you have driving privileges at the Eugene Airport, you are also required to take the Driver training course(s). Each course is 45 minutes to an hour long. Depending on which training courses you need, your appointment will last between 1 and 2 hours.**

### **Step 1: Obtain and complete the appropriate application:**

- Ensure that you have the Renewal form. Review form for completeness, including signatures. For questions call 541-682-6636.
- All applications require signature authorization from the Authorized Signatory. The Authorized Signatory for each employer is kept on file with the Airport Security Coordinator.

### **Step 2: Reserve your training appointment: 541-682-6636. At this appointment you will:**

- Submit renewal application for review. Incomplete applications will not be accepted.
- Provide required forms of Identification. No exceptions.
  - Passport, or Driver's License AND Social Security Card, or Driver's License AND Birth Certificate
- Provide payment of fees - Renewal Badge fee of \$15.00
- Take required trainings for AOA badge.

Training Courses are available in the following time slots. Identification photo will be taken and a new Access Identification Badge will be distributed at completion of training.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8 am – 9 am	8 am – 9 am	8 am – 9 am	8 am – 9 am	8 am – 9 am
9 am – 10 am	9 am – 10 am	9 am – 10 am	9 am – 10 am	9 am – 10 am
10 am – 11 am	10 am – 11 am	10 am – 11 am	10 am – 11 am	10 am – 11am
11 am – 12 pm	11 am – 12 pm	11 am – 12 pm	11 am – 12 pm	11 am – 12 pm
1 pm – 2 pm	1 pm – 2 pm	1 pm – 2 pm	1 pm – 2 pm	
2 pm – 3 pm	2 pm – 3 pm	2 pm – 3 pm	2 pm – 3 pm	
3 pm – 4 pm	3 pm – 4 pm	3 pm – 4 pm	3 pm – 4 pm	
4 pm – 5 pm	4 pm – 5 pm	4 pm – 5 pm	4 pm – 5 pm	

**If you are more than 10 minutes late for your appointment it WILL be rescheduled.**

**All appointments are completed at the Eugene Airport Operations Center located at: 28827 Douglas Drive, Eugene, OR 97402.  
Please park in short term parking and bring your parking ticket in to be validated.**