



Badge Renewal Application Instructions

Individuals interested in renewing their Rhode Island T. F. Green International Airport (PVD) Security Badge must complete the following instructions:

BADGE RENEWAL INSTRUCTIONS

SECURITY BADGE APPLICATION

SECTION 1 – The employee/contractor is to complete this section entirely and sign and date the renewal form.

SECTION II - Authorizing Agent (Signatory) completes the access level required of either the tenant or the contractor. If the person renewing is an employee, check the employee box and select their access level required. If the person renewing is a contractor, select the contractor box, provide the new expiration date and their access level required, and advise if you will be paying their renewal fees by checking the box.

SECTION III- This section is only to be completed by the Signatory after completing Section II. Please be sure to sign in blue ink. Only original forms will be accepted.

SECTION IV – the employee/contractor is to read and initial each statement on the backside of the renewal form. At the bottom of the renewal form the employee/contractor is to write in their employer name (ex. ABC Company) and their name, then date the form.