New Badge Application Process

Blue Grass Airport
LEXINGTON, KENTUCKY

1 Authorized Signatory

Validate need and complete a New Badge Application with applicant.

2 Employee

Schedule a fingerprint appointment online.

Scan QR code below.

3 Employee

Arrive on time.
Bring a completed application, required IDs and form of payment.

BACKGROUND CHECKS TYPICALLY TAKE 3-5 BUSINESS DAYS TO PROCESS.

4 Employee

Once your background check is cleared, schedule a badge training appointment.

Scan QR code below.

5 Employee

Arrive on time.
Complete your training and pick up your badge.

6 Authorized Signatory

Log applicant's badge information, notify the airport of any badge status changes and return inactive badges ASAP.

Scan here to schedule appointments:

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