

Requesting to Re-issue your PIT ID Badge

PERFORMED BY: APPLICANT AND AUTHORIZED SIGNATORY

WHEN WOULD I NEED TO REQUEST A BADGE RE-ISSUE?

You will submit a Badge Re-Issue application any time you are requesting a change of badge type, or to add or remove a badge icon outside of the standard badge renewal time.

REQUESTING A MOVEMENT AREA ICON

If you are requesting a Movement Area Icon, you must first complete your assigned Movement Area GVO training or Part 139 Movement Area training. These trainings will be assigned to you in the ACAA Academy Learning Management System once your Re-issue request is approved.

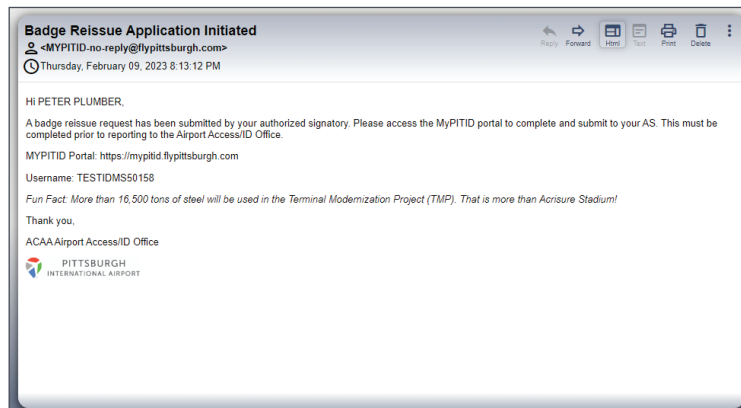
After completing your online training, you must then schedule and complete your Movement Area Driver's Practical training with Airport Operations before reporting to the Airport Access/ID Office with your two valid forms of ID, including a Driver's License.

REQUESTING A NON-MOVEMENT AREA ICON

If you are requesting a Non-Movement Area Icon, you must first complete your assigned Non-Movement Area GVO training (for non-ACAA employees) or Part 139 Non-Movement Area training (for ACAA Employees) before reporting to the Airport Access/ID Office with your two valid forms of ID, including a Driver's License.

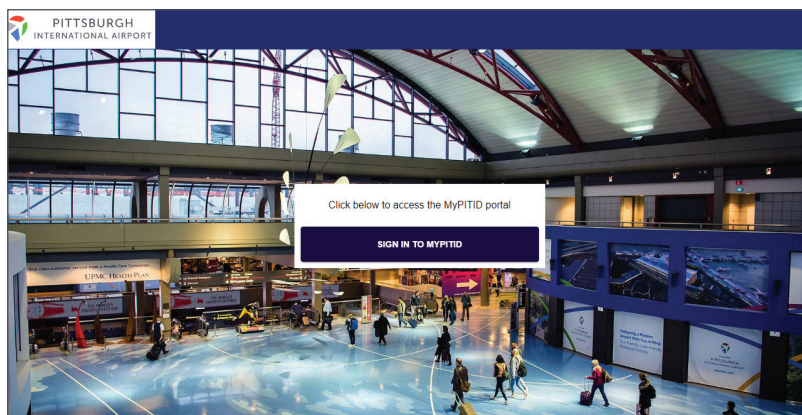
STEP 1

You will receive an email notification that a PIT ID Badge Re-issue application has been submitted to you by your Authorized Signatory.



STEP 2

Click on the link in the email to navigate to the MyPITID portal.



NEED MORE HELP?

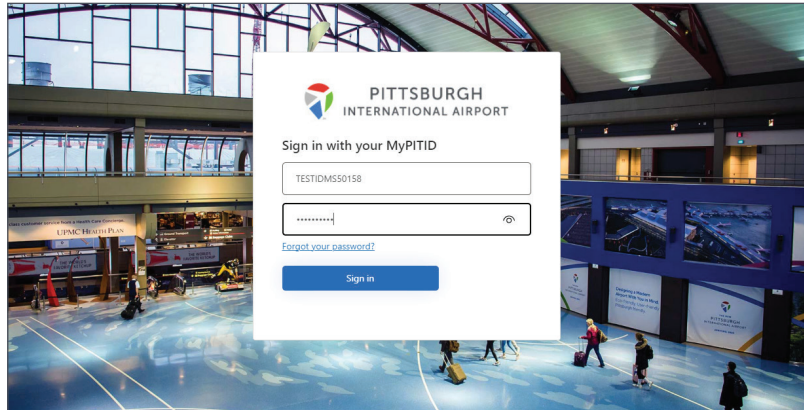
Contact your Authorized Signatory or send an email to AskMyPITID@flypittsburgh.com.



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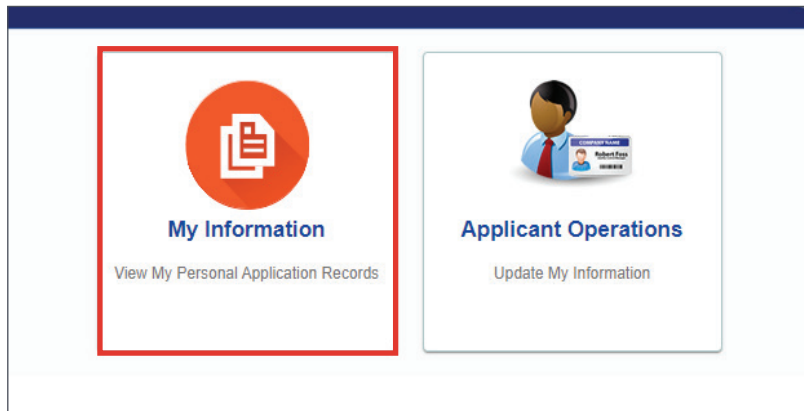
STEP 3

Sign in to the MyPITID Portal using your MyPITID & Password.



STEP 4

Once logged in, select the **My Information** pod.



STEP 5

Locate the draft application for Re-Issue Badge and click on the pencil action icon.

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Manage Applications													
View and Manage Applications													
Application No	IDMS Id	Email	First Name	Last Name	Sponsor	Employer/Aggr	Applicant Status	Date of Birth	Application For	Created By	Status	Created On	Actions
144760	TESTIDMS...	IDMS.PET...	PETER	PLUMBER	ABC CONS...	ABC CONS...		01/18/1965	Re-Issue B...	AUDRAAU...	Draft	02/09/2023	
144476	TESTIDMS...	IDMS.PET...	PETER	PLUMBER	ABC CONS...	ABC CONS...		01/18/1965	Re-Issue B...	AUDRAAU...	Approved	02/03/2023	
144474	TESTIDMS...	IDMS.PET...	PETER	PLUMBER	ABC CONS...	ABC CONS...			Badge Ren...	AUDRAAU...	Cancelled	02/03/2023	
144134	TESTIDMS...	IDMS.PET...	PETER	PLUMBER	ABC CONS...	ABC CONS...		01/18/1965	Badge Appl...	AUDRAAU...	Approved	01/27/2023	
Items per page: 10 1 - 4 of 4 < >													

NEED MORE HELP?

Contact your Authorized Signatory or send an email to AskMyPITID@flypittsburgh.com.



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STEP 6

Update any information on the application that needs to be changed and click Submit.

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Re-Issue Badge Application

Application History

Primary Details

First Name *
PETER

Last Name *
PLUMBER

Middle Name
Provide Legal First Name as appears on Official ID Docu...

Date of Birth
01/18/1985 00:00:00

Country of Birth
UNITED STATES

Email
IDMS.PETERPLUMBER@YOPMAIL.COM

Biographic Data

Height *
5'10"

Weight *
180

Hair Color *
Black

Eye Color *
Brown

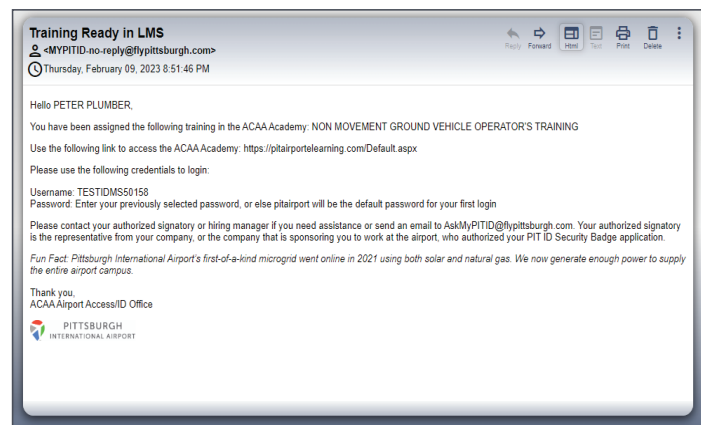
Gender *
Male

Submit

STEP 7

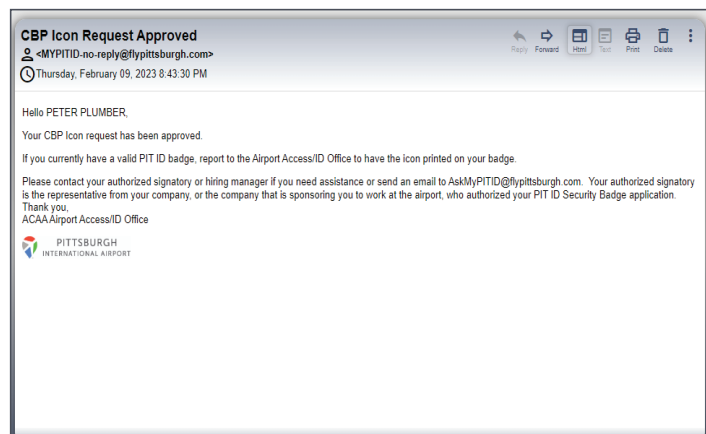
Once submitted, your Authorized Signatory will review and approve the Badge Re-Issue application, and it will then be electronically sent to the Airport Access/ID Office.

If you are requesting a Movement Area icon or Non-Movement Area icon, you will receive a notification of the training which has been loaded into your Learning Management System (LMS) Account.



STEP 8

If you are adding a Customs and Border Protection (CBP) Seal, you must wait for an approval notification before reporting to the Airport Access/ID Office.



NEED MORE HELP?

Contact your Authorized Signatory or send an email to AskMyPITID@flypittsburgh.com.



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ADDITIONAL NOTES

If you are becoming an **Escort** or **Non Escort**, or changing your **badge type**, you will report to the Airport Access/ID Office once notified that your Badge Re-Issue application has been approved.

If you only need to change your **legal name**, a Badge Reissue request is not required. Instead, bring two valid forms of ID which show your full new legal name to the Airport Access/ID Office to have your badge re-printed.

Once you receive approval for CBP seal, report to the Access/ID office to have your badge reprinted.

NEED MORE HELP?

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