

LAWA Badge Process

New Badge

Make a **Fingerprinting** appointment with LAWA:

<https://sbo.lawa.org>

Enter company code **047811** when prompted.

The appointment confirmation will be sent to your email with a barcode. Have this ready on the day of your appointment.

If you cannot make it to your appointment, please cancel or reschedule in the appointment system.

Stop by the Flight Office up to 14 calendar days before your LAWA appointment to fill out the required paperwork.

No appointment is necessary with the Flight Office. Allow at least 15 min. to complete the paperwork.

Bring in your valid US Passport and driver's license. If you are not a US citizen, bring the passport of your citizenship, your alien registration card and driver's license.

It may take up to 30 days for fingerprints to clear. The Flight Office will reach out to you directly to let you know when you have cleared and inform you of the next steps.

LAWA Badge Office

(424) 646-5500

Hours Vary

6100 W. 94th St., Suite A
Los Angeles, CA 90045

LAX Flight Office

(424) 899-2830

Monday-Friday 7am-5pm

Renewal

New Applicants and Renewals:

Make a **Badging** appointment with LAWA:

<https://sbo.lawa.org>

Enter company code **047811** when prompted.

The appointment confirmation will be sent to your email with a barcode. Have this ready on the day of your appointment.

If you cannot make it to your appointment, please cancel or reschedule in the appointment system.

You **must** complete the online training courses assigned by LAWA (<https://lax.iet-ls.com/Account/Login>) before your appointment (see back for details).

- For **renewals**, this can be done up to 60 days before your badge expires.
- For **new badges**, this must be done before your fingerprints expire.

Print the training course completion certificates when done.

Stop by the Flight Office up to 14 calendar days before your LAWA appointment to fill out the required paperwork; it will take approximately 15 min. to complete.

Bring the following documents to the Flight Office:

- **Appointment confirmation barcode**
- **Training course completion certificates**
- **US Passport and Driver's License OR Passport of your citizenship, Alien Registration Card, and Driver's License**

You will receive your new LAWA badge upon completion of your LAWA Badge appointment.

The new office is located in the southwest corner of the 1st floor of the LAX Economy Parking Lot.



Free Badge Office customer parking is located across the street on the southwest corner of W. 94th Street and Jetway Blvd. Rideshare service clients should be left off at the intersection of 94th Street and Jetway Blvd and follow the **BLUE** signs to the Badge Office front door.

***** DO NOT PARK INSIDE OF THE LAX ECONOMY PARKING GARAGE – PARKING FEES AND/OR RIDE SHARE FEES WILL NOT BE REIMBURSED BY LAWA OR AA *****

Free shuttle bus service is provided between LAX and the Badge Office. The LAX City Bus Center shuttle and the LAX Economy Lot shuttle (separate buses) can take you to the new office. Passengers going to the either shuttle should wait at the **PINK LAX Shuttle** sign on the Lower/Arrivals Level.



***** LAWA TRAINING COURSE EMAIL EXAMPLE*****

From: "Badging, CS" <csbadging@lawa.org>
Date: July 28, 2024 at 2:38:53 AM PDT
To: Your@email.com
Subject: LAX Training Account Created – JOHN SMITH



THIS COMMUNICATION IS BEING SENT FROM THE LOS ANGELES WORLD AIRPORTS
CREDENTIALING SYSTEM

07/28/2024

FIRST NAME: JOHN
LAST NAME: SMITH
LAWA CS EMPLOYEE ID: 12345678
COMPANY/DIVISION
NAME: AMERICAN AIRLINES - FLIGHT
DEPARTMENT

[LAX Training Portal](#)

For any questions, contact either the LAWA Badge Office at (424) 646-5500 or the LAX Flight Office at (424) 899-2830.