

To General Aviation Tenants:

Badge Billing Changes:

In an effort to streamline the operations in Badging, the SJC Badging office will no longer collect payment up front from general aviation tenants. All fees will be invoiced monthly. As a reminder, following is the Badging office's list of fees.

Description	Amount
Badge Issuance	\$40.00
Replacement Badge	\$40.00
Lost/Stolen Badge Penalty Fee	\$100.00
Damaged Badge	No Charge

Badge Requirements

As a reminder, all airport badges must be renewed within thirty (30) calendar days of badge expiration. Failure to do so will result in the applicant having to start the Badging process over. Failure to return an expired badge after thirty (30) calendar days, will result in the badge being considered lost and a non-refundable lost badge penalty fee will be charged to your account.

To renew a badge, please go to www.sjc.org/business/badging and select on the schedule an appointment tab. The password is **SJC**. All applicants should plan to bring 2 forms of acceptable identification (See List of acceptable documents at www.sjc.org/business/badging/forms), a completed application and their badge.

If you have any questions, please contact the General Aviation Business Office at 408-392-3577.