

Non-US citizen Badging Instructions

All non-US citizens must follow the instructions below by 11:59 p.m. EST Friday, November 24, 2023.

Reminder international media without U.S. citizenship must apply by 11:59 p.m. EST Friday, November 24, 2023, and must also be able to upload copies of original passports and Visas (when applicable) to media@axiomspace.com by that time.

COMPLETE THE FOLLOWING STEPS BELOW:

After you have completed the MS Office Form to apply for Ax-3 media credentials, within 2 weeks you will receive several automated emails from NASA's Identity Manager. Check spam mail occasionally. If after 2 weeks you have not received your invite, send an email to media@axiomspace.com.

Upon receipt of your NASA Badge Identity invite: CREATE YOUR IDMAX PROFILE

The invite must be completed prior to the expiration date notated in your invite.

Upon completion of the **NASA Badge-Identity Manager Invitation**, you will receive a **green success banner** at the top of the page. If you do not get this notice, you must resubmit your information using a different web browser.

Uploading documents:

When uploading documents via <https://userdocuments.nasa.gov/>, please ensure that your passport is signed and that you upload a copy of both pages, the signed page and Passport information page.

Please ensure that all documents are legible. The uploads must be of the original document as copies of documents are not accepted.