

**ACCESS CONTROL**

AMF Box 145550, Salt Lake City, UT 84114
Phone: 801-575-2423 Fax: 801-575-2377
www.slcairport.com/badging

SALT LAKE CITY INTERNATIONAL AIRPORT KEY AND LOCK ORDER FORM

SECTION 1 – COMPANY REQUESTING KEY(S)

Type or print legibly in blue or black ink or application will be rejected.

Company Name

Sponsor Company

For individuals receiving keys, please use spaces on page 2

SECTION 2 – KEYS REQUESTED OR WORK TO BE DONE (Check all that apply)☐ Additional Key(s) ☐ Change Locks ☐ Cipher Code (☐ Change ☐ Add/Remove) ☐ Damaged Key

Number of Keys

☐ Key Reassignment ☐ [X] Yr ↕ ☐ bT ↕ I Qr ☐ Stolen Key(s) **Police Report Required,**

Location/Door Numbers (If Available)

Describe work or reasoning for request

The above work may be accomplished at additional cost to your organization (subject to your authorization). I agree to control the key(s) issued to me by the Department of Airports. I understand that the key(s) issued to me must be returned to Airport Badging if for any reason they are no longer needed (**Keys may not be transferred to another individual without first being returned**). I also understand that if the key(s) leading to secure areas are lost or stolen, the Transportation Security Administration regulations require that any lock(s) actuated by the key(s) must be changed immediately. In this event, _____ (**company name**) agrees to take responsibility for the costs of labor and parts associated with the replacement of the lock(s). I agree to notify the Airport's Badging Office in the event a key is lost or stolen. Unaccounted keys will be billed to the company at a cost of \$10.00 per key. Additionally, keys that are not picked up within 30 business days will be returned to the key shop, and a new request will need to be submitted. (**Please allow 5 business days for delivery of keys**)

SECTION 3 – AUTHORIZING AGENT CERTIFICATION

AUTHORIZING AGENT NAME (Print):

AUTHORIZING AGENT SIGNATURE:

DO NOT SIGN UNTIL APPLICATION IS COMPLETED

Phone Number: ()

Date:

Valid for 30 days after signed and dated

Signatures Checked By

SECTION 4 – APPROVAL SIGNATURES**Airport Security Coordinator**

Last Name

First Name

Signature

Date

Airport Properties/Contracts

Last Name

First Name

Signature

Date

Airport Project Engineer (Contractors Only)

Last Name

First Name

Signature

Date

My signature below indicates that I have received a key, and understand the responsibilities of being a key holder. If my key is lost or stolen, I must report it to the Badging Office immediately. Additionally, I am responsible for paying a lost key fee (\$10.00 per key). If the key is found or returned, a partial refund will be given. My signature also indicates that I will not lend out my key, or give my key to another individual if my employment ceases.

KEY ASSIGNMENT

Key Number	Name (Print)	Signature	Date	Issued By