



ALLEGHENY COUNTY  
AIRPORT AUTHORITY

ACAA USE ONLY			
Approval		Expiration Date	LMS
Ck/M.O.	Amount	Reason	Date

## ALLEGHENY COUNTY AIRPORT AUTHORITY AGC

Badging office hours: M-F 7am to 8am or 2pm to 6pm

Phone Number: 412-469-6431 Fax#:412-466-2470

### TENANT REQUEST FOR AIRFIELD ID BADGE

Please type or print. A \$30.00 check or money order is required with application. Checks should be made payable to Allegheny County Airport Authority. A photocopy of applicant's driver's license, vehicle registration card and proof of insurance must accompany initial application and subsequent renewals. All materials will be returned if application is denied.

Requested Gate Access: East  West  Main  Pedestrian  Driver Training Complete:

Name: \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Field Location \_\_\_\_\_

Email Address \_\_\_\_\_

Employer Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Year/Make/Color of Vehicle \_\_\_\_\_

License Plate No. \_\_\_\_\_ Driver's License # \_\_\_\_\_

*I understand that this airfield access card is issued for my use only, and for the vehicles listed above (if applicable). This card is not transferable, remains the property of the Allegheny County Airport Authority, and must be returned upon request, termination of business or employment at Allegheny County Airport. Further, I agree to hold the Allegheny County Airport Authority harmless from any and all damages that may result from use of any access gate(s), and I agree to abide by all Airport Authority rules and regulations and appropriate ordinances that may apply.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **TENANT SPONSOR**

BY SIGNATURE BELOW, I ACCEPT RESPONSIBILITY FOR THE APPLICANT. THEIR NEED FOR ACCESS IS IN SUPPORT OF OFFICIAL AIRPORT RELATED BUSINESS.

AUTHORIZED TENANT SPONSOR SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

COMPANY NAME & FIELD LOCATION \_\_\_\_\_



**I hereby submit this application for an Airport ID Badge and agree to the following:**

1. By submitting this application for an Airport ID Badge, I agree to comply at all times with the rules, regulations and policies of ACAA, and all applicable local and federal laws.
2. All Airport ID Badges remain the property of ACAA.
3. ACAA reserves the right to revoke authorization for an Airport ID Badge where such action is determined to be in the best interest of airport safety or security. I will immediately return my Airport ID Badge to the Airport ID Badge Office upon notification that my authorization has been revoked.
4. My Airport ID Badge may not be transferred to another individual or used for any purpose by another individual.
5. In the event of any change in my employee status (i.e. transfer, job title), I will obtain a new Airport ID Badge denoting the change and I must return the original Airport ID Badge to the Airport ID Badge Office.
6. I will not aid nor participate in "piggy-backing" (allowing unauthorized access to secure or restricted areas) where it is prohibited at gates as detailed in the training. Nor will I otherwise breach, disobey or disregard any security directive, plan or program at the airport.
7. I will immediately notify 911 of any suspicious activity.
8. If I am a contractor with an Airport ID Badge, my badge is valid only within the construction site to which I am assigned by my employer, within those areas authorized by ACAA, and only until the contract is closed out and/or terminated or suspended.
9. I will immediately notify the Airport ID Badge Office if my Airport ID Badge is lost or stolen. A non-refundable minimum fee of \$60.00 will be assessed for the replacement. The fee will be collected before a replacement Airport ID Badge is issued.
10. A replacement Airport ID Badge may only be issued if I declare in writing that the Airport ID Badge has been lost, stolen, or destroyed.
11. Failure to maintain a valid driver's license will result in revocation of driving privileges. If my driver's license is suspended, revoked or changes in status, I will immediately inform the Airport ID Badge Office and make any necessary updates to my Airport ID Badge.
12. I will not use the Airport ID Badge issued pursuant to this application for work for any other employer other than the one identified herein.
13. I hereby submit this application for an Airport ID Badge. By my signature, I understand and agree to comply with the terms and conditions provided for in this application and agree to comply with any changes or amendments to the terms and conditions that may be imposed by ACAA. My failure to comply may result in suspension or revocation of my Airport ID Badge with possible fines or civil charges levied.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Job Title*

\_\_\_\_\_  
*Current Badge Number  
(if applicable)*

\_\_\_\_\_  
*Reason for accessing AOA*