

### **Company Profile**

Please note that if any of the information provided on this form changes, you must complete a new form and submit it to the ACO.

Effective Date: \_\_\_\_\_

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#### **Company Information**

Legal Name of Business Entity (Company Name): \_\_\_\_\_

List all Corporations and DBAs (Doing Business As): \_\_\_\_\_

List all Departments (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

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#### **Primary Contact**

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

Job Title: \_\_\_\_\_

Business Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mobile: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

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#### **Secondary Contact**

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

Job Title: \_\_\_\_\_

Business Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mobile: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

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**Company Profile (continued)**

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**ACO Corporate Credit Card Program**

Companies may place a corporate credit card on file with the ACO to pay for new and renewal badge fees. If a corporate credit card is not placed on file, individual employees will be required to pay the new and renewal badge fees using either cash or a personal credit card. The list of fees for ACO services is listed in the DFW Airport Board Schedule of Charges, as may be amended from time to time, which can be found on the DFW Airport web-site at <http://www.dfwairport.com/about/financials.php>. The ACO fees are listed in the Other Charges section and in the Payments and Credit Arrangements section.

Yes, please send the Primary Contact the email from IRMS-Prod@dfwairport.com to enroll in the corporate credit card program.

No, we do not wish to enroll in the corporate credit card program and will inform our employees that they will be expected to pay the badge fees using cash or a personal credit card.

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**ACO Billing**

Companies are required to notify the ACO immediately when an employee no longer requires access or when a badge is lost or stolen by completing and submitting a [Badge Deletion Request Form](#) to the ACO. The form can be found on the Internet at <http://www.dfwairport.com/badge/index.php> and should be sent to the ACO via email at [aco@dfwairport.com](mailto:aco@dfwairport.com) or via fax at 972 973 5113. The ACO will deactivate the badge upon receipt of the form and the company has ten (10) business days to obtain the badge and return it to the ACO or the company will be billed for the non-returned badge in accordance with the DFW Airport Board Schedule of Charges, as may be amended from time to time.

If a badge needs to be deactivated after ACO normal business hours, an authorized company representative should contact an on-duty DPS Police Supervisor at 972 574 5545 and follow up the next business day by completing and submitting a [Badge Deletion Request Form](#) to the ACO.

Attention: \_\_\_\_\_

Mailing Address for Invoices: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

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**ACCESS CONTROL OFFICE USE ONLY**

Date received: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date processed: \_\_\_\_\_

IRMS updated     IFIT updated     E-Learning Portal updated     AACS updated

Comments: \_\_\_\_\_