

Authorization for Key(s)



D/FW International Airport

_____	_____	_____
Last Name	First Name	Middle Name/Initial
_____	_____	_____
Driver's License No. / State	Social Security Number (DFW Employees only)	AOA Badge No.
_____	_____	_____
Department Name	Department Number	Telephone No.

CONTRACTOR INFORMATION

_____	_____	_____
Company Name	Address	City, State, Zip Code
_____	_____	_____ to _____
Company Telephone No.	Board Department Responsible	Contact Duration Dates
_____	_____	_____
Requestor's Name	Contract No.	Requestor's Telephone and Pager No.

SUB-CONTRACTOR'S INFORMATION

_____	_____	_____
Sub-Contractor's Name	Address	City, State, Zip Code
_____	_____	_____ to _____
Company Telephone No.	Board Department Responsible	Contact Duration Dates
_____	_____	_____
Company Rep Signature	Contract No. Company	Requestor's Telephone and Pager No.

Justification: _____

* Company Letterhead Request Attached Yes No

KEY REQUESTS

Location For Each Key / Core	Core #	Key #

*Additional Key Request. Attach on Separate Sheet

By signing below the Employee/Applicant agrees to Rules and Regulations on reverse side of this form

Employee/Applicant Signature: _____	Date: _____
Employee's Supervisor: _____	Date: _____
Airport Board Approval Authority: _____	Date: _____

(Return Completed Form to DFW Key Control)

To be completed by DFW Key Control

Issued By: _____	Date: _____
Total Cost: \$ _____	Payment Type: <input type="checkbox"/> Check No: _____ <input type="checkbox"/> No Cost <input type="checkbox"/> Other: _____

RULES

1. Keys issued by the DFW International Airport Board remain the property of the Board.
2. Authority to produce and issue key(s) lies solely with the DFW International Airport Board.
3. Keys are issued to individuals and are non-transferable.
4. Employers shall immediately notify the Key Control Section if a key is lost, stolen or not returned when an employee terminates employment or transfers to a position that no longer requires an access card or key.
5. Keys to a SODA (AOA) gate will not be issued to anyone not in possession of a valid DFW SIDA (AOA) badge.
6. A \$300.00 deposit is required for each key to SIDA gate and a \$150.00 deposit is required for each non-SIDA key in accordance with the Schedule of Charges.
7. Contracts will not be closed until keys are returned to DFW Key Control.
8. Failure to comply with these rules may result in loss of access privileges and/or loss of deposit.
9. Keys must be issued within 30 days of the date the form is signed by the Airport Board Approval Authority.

For keys to Airport Board facilities, excluding Sky Link, Terminal B and Terminal D contact:

Access Control Office Terminal D, Departure Level, Room D22L352

Phone: 972 973 5100

Fax: 972 973 5113

Email: aco@dfwairport.com

For Keys to Terminal D contact:

Meridian Management

Terminal D, Ramp Level, D17A203

Phone: 972 973 9300

Fax: 972 973 9305

Email: dnelson@mmcor.com

