



SAN DIEGO
INTERNATIONAL
AIRPORT

VEHICLE PERMITTING INSTRUCTIONS:

1. All vehicle permits are the property of the San Diego County Regional Airport Authority and must be returned upon completion of contract, project or if there is no longer an operational need.
2. An applicant requesting a permit must provide a current copy of the vehicle registration before the permit will be issued. If the registration is expiring the month the application is being submitted, a receipt of payment with current registration will be accepted. Once the applicant receives registration, a copy must be submitted to the Access Control Office (ACO). It is the applicant's responsibility to ensure that the ACO has a current copy of the vehicle registration.
3. A current copy of the company's Certificate of Liability Insurance referencing automobile coverage should be supplied with the application. This pertains to the primary insurance as well as the Owner Controlled Insurance Program (OCIP), if applicable.
4. The company name on the application should match the name on the registration and be referenced on the insurance. If the vehicle is a rental, a copy of the rental agreement should be provided.
5. The required automobile insurance coverage must total \$10,000,000. This can either be all auto liability or a combination of auto and excess/umbrella coverage. Insurance must be maintained current at all times. If there is primary insurance coverage, and OCIP and one expires before the other, full coverage is not in effect.
6. Certificate Holder should be referenced as:

**San Diego County Regional Airport Authority.
P.O. Box 82776
San Diego, CA 92138-2776**
7. Make sure that all regulations and procedures set forth in the AOA training class while driving on the AOA are followed. Any violation could be cause for a permit to be revoked.
8. Any lost or destroyed permits will incur a \$15 lost permit fee.
9. It is the applicant's responsibility (driver or not of the vehicle being permitted) to make sure this information is relayed to all drivers.
10. Visitor vehicle placards are used for escorting vehicles onto the AOA within a 24-hour period only. Visitor Vehicles must be escorted by an AOA permitted vehicle. AOA permitted vehicles must ensure escorted vehicles have current registration and insurance requirements. AOA permitted vehicles must comply with all escort requirements.

**Thank you,
Access Control Office Staff
Commuter Terminal, 3rd Floor
3225 N. Harbor Drive
San Diego CA 92101
(619) 400-2765**