SAN DIEGO
INTERNATIONAL AIRPORT
LET'S GO.

PORTAL CLASSIFICATION CHANGE REQUEST

FROM: _____

(Name of Company)

TO: Airport Security, San Diego International Airport
Please change the following employee's portal classifications.

☐ Permanent Change   ☐ Temporary Change   Duration: _____

_____   _____
Employee Name   *SAN ID Badge Number*

_____   _____
Current Portal Classification   *New Portal Classification*

_____   _____
Print Name Authorizing Agent   *(Signature of Authorizing Agent)*

                                                  _____
                                                  (Date)

ACCESS CONTROL OFFICE

_____   _____

(ACO Signature)   *(Date)*