

AOA/SIDA Vehicle Permit Application Checklist

In order to reduce delays in processing and/or denials of AOA/SIDA Vehicle Permit applications, signatories are encouraged to follow the checklist below to ensure prompt processing of applications. **Incomplete applications will result in automatic denial.** Any questions should be directed to the Access Control Office for clarification.

When submitting an AOA/SIDA Vehicle Permit application to the Access Control Office, signatories should ensure:

____ AOA/SIDA Vehicle Permit application has been properly completed:

- The company name on the application reflects the company the vehicle is associated with (may be a sub-contractor to a prime contract holder with the Airport Authority).
- The sponsor's name reflects the company who holds the contract with the Airport Authority, or the Airport Authority if the contract is held by the Authority.
- The applicant's name is the individual associated with the company who is requesting the permit(s). This person may not necessarily be a Signatory.
- The Company Address and Company Phone are associated with the vehicle owner (may not necessarily be the Signatory or prime contractor contact information).
- The Signatory's name is the Signatory designated by the company/sponsoring company.
- All vehicle information has been completed in full, **and appears in full**, on the application for each vehicle being requested. Multiple permit requests can be listed on the same application if the permits will be assigned to vehicles of the same company.
- Wet signatures are required on the application and will be collected at the time of permit issuance.

____ A clear copy of each vehicle registration has been provided:

- Each registration clearly shows the:
 - Vehicle year
 - Vehicle make
 - Vehicle license plate
 - State issued by
 - VIN number
 - Registration expiration – **registration cannot be expired**
 - Company/owner name
- If the vehicle is new, a clear picture/copy of the paper license plate issued can be used until the registration and permanent plates are received.

____ A clear copy of the Certificate of Insurance (COI) has been provided:

- The COI must provide evidence of \$10,000,000 in automobile liability or a combination of automobile liability and excess liability. This can be evidenced with more than one COI.
- No COI submitted with the application can be expired.
- The COI must list the Airport Authority as the certificate holder.
- The COI must list the Airport Authority as an additional insured.