

# Escort Placard Application Checklist

In order to reduce delays in processing and/or denials of Escort Placard 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 Escort Placard application to the Access Control Office, signatories should ensure:

\_\_\_\_\_ Escort Placard application has been properly completed:

- The company name on the application reflects the company the escort placards will be 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 placard(s). This person may not necessarily be a Signatory.
- The Company Address and Company Phone are associated with the requestor of the placards (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 information has been completed in full, **and appears in full**, on the application. Multiple placard requests can be listed on the same application if the placards will be assigned to the same company.
- Wet (original) signatures are required on the application and will be collected at the time of placard issuance.

\_\_\_\_\_ A company ensures they are not over their allotted amount of escort placards at the time of application:

- A company may only be issued two (2) escort placards per one (1) vehicle permit issued to the company.
  - By entering the number of permits currently issued to a company, along with the number of escort placards currently in the company's possession, this will tell whether a company has space to request additional escort placards.
- If a company is over the allowed number of placards and needs additional placards, a request must be submitted in writing and approval granted before placards will be issued. The request should include the following:
  - Company name requesting the additional placards.
  - Operational justification for the additional placard request.
  - The number of placards currently issued to the company.
  - The number of placards exceeding the allotment.
  - Estimated duration for request.
    - Placard issuance exceeding the allotment may not always be approved permanently.

## **Escort Placard Application**

**Company Name:** \_\_\_\_\_

**Sponsor Name (if applicable):** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_ **Company Phone:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Signatory Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Vehicle escort placards are used for visiting vehicles accessing the AOA/SIDA during a 24-hour period only.
- The use of escort placards must be logged, and logs submitted to Access Control monthly.
- Visiting vehicles must always be under escort by a permitted vehicle while in motion on the AOA/SIDA.
- The escort placard must be displayed at all times while on the AOA/SIDA. The placard is required to be hung from the rear-view mirror. Vehicles without a rear-view mirror are authorized to place the placard on their dashboard.
- The escort placard must be returned to the issuing agent upon the visiting vehicle's exit of the AOA/SIDA.
- Any lost or stolen escort placard must be reported to the Access Control Office immediately. A fee of \$15.00 each will apply to any lost/stolen escort placard.
- You may only be issued up to two (2) escort placards for every permitted vehicle.

Please indicate:

Number of escort placards being requested: \_\_\_\_\_

Number of vehicles currently permitted: \_\_\_\_\_

Number of escort placards currently issued: \_\_\_\_\_

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### **ACCESS CONTROL OFFICE USE ONLY**

**Approved**

**Denied/Reason** \_\_\_\_\_

**Escort Placard(s) issued:**

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_ 6) \_\_\_\_\_

7) \_\_\_\_\_ 8) \_\_\_\_\_ 9) \_\_\_\_\_ 10) \_\_\_\_\_ 11) \_\_\_\_\_ 12) \_\_\_\_\_