PORTAL CLASSIFICATION ADDITION REQUEST

FROM: _____

(Name of Company)

TO: Airport Security, San Diego International Airport

Please update the following employee's portal classifications to include the additional classifications below:

☐ Permanent Change ☐ Temporary Change Duration: _____

_____ _____

Employee Name *UPID Number*

_____

Additional access groups to add (does not remove any currently assigned)

_____ _____

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

_____

(Date)

ACCESS CONTROL OFFICE

_____ _____

(ACO Signature) *(Date)*