SAN DIEGO INTERNATIONAL AIRPORT

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 ***UPID Number***

_____ _____

Current Portal Classification ***New Portal Classification***

_____ _____

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

_____

(Date)

ACCESS CONTROL OFFICE

(ACO Signature) *(Date)*

(ASC Signature) (Date)