

# AUTHORIZED SPONSOR FORM FOR AIRPORT ACCESS CARD

I (*PRINT* Authorized Sponsor Name) \_\_\_\_\_ an authorized signatory of (*PRINT* Hangar Address or Business Name) \_\_\_\_\_ certify that (*PRINT* Applicant Name) \_\_\_\_\_ is employed or authorized at my premises and will use the gate nearest my building.

I agree to notify the Airport Operations Department or Airport Badging Office immediately of any change in the applicant's status, which may affect the use/or possession of the airport identification system. I accept responsibility for retrieving all ID cards from sponsored personnel and immediately return them to the Airport Badging Office (805) 922-1726 if no longer a tenant or employed at a business on the Airport. **Once the Sponsor is aware a card is no longer needed, they must immediately contact the Airport Badging Office to deactivate/stop list it.**

The representative (Sponsor) who is responsible for signing Airport access card applications must sign this form PRIOR to submitting it to the Airport Badging Office. **Only the original, signed application will be accepted.** The fee for the access card is \$20.00 and \$10.00 for a renewal, payable before a badge is issued.

The Sponsor requesting issuance of the Airport access card is responsible for monitoring the use of that card. Access cards are the property of the Airport and must be surrendered upon request.

Companies/individuals are aware that any lost, stolen, or damaged Airport Access Cards shall be reported to Airport Operations or the Airport Badging Office immediately. A fee will be assessed for each unreturned card.

**Access card applicants MUST present a government issued photo ID to obtain their access card. Applicant must read and sign the Access Card Information Sheet (on back)**

**Applications must be submitted a minimum of ten (10) business days prior to the card being issued.**

\_\_\_\_\_ SPONSOR SIGNATURE                      \_\_\_\_\_ DATE                      \_\_\_\_\_ CONTACT NUMBER

\_\_\_\_\_ ADDRESS

FOR AIRPORT USE ONLY			
SPONSOR	Badge #	DATE ISSUED	EXPIRATION DATE