AIRPORT ACCESS CARD
AUTHORIZED SPONSOR FORM

I _____ an authorized signatory of
(PRINT Authorized Sponsor Name)

_____ certify that
(PRINT Hangar Address or Business Name)

_____ is authorized at my premises
(PRINT Applicant Name)

and will use the gate nearest my building for the following reason: (Check all that apply)

☐ Employee: ☐ Family Member: ☐ Aircraft Owner (Listed on registration):

☐ Mechanic/ Inspector: ☐ Flight Instructor: ☐ Other (please explain below):

_____

Badge Type	☐Annual ☐Temporary From_____ To _____

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 individual(s) and immediately return them to the Airport Badging Office upon expiration, when 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 approved sponsor **(Authorized Signatory)** who is responsible for 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 new access card is $25.00, and then $20.00 for a renewal (within 30 days past expiration) 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, expiration, or when the card holder is no longer a tenant of the airport.

Companies/individuals must be 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, date and sign the AOA Identification Card Application completely.**

Applications must be submitted a minimum of five (5) business days prior to the card being issued.

_____ _____ _____
SPONSOR SIGNATURE DATE CONTACT NUMBER