

# AOA/SIDA Vehicle Permit Application Checklist

In order to reduce delays in processing and/or denials of AOA/SIDA Vehicle Permit applications, signatories are encouraged to follow the checklist below to ensure prompt processing of applications. Any questions should be directed to the Access Control Office for clarification.

When submitting an AOA/SIDA Vehicle Permit application to the Access Control Office, signatories should ensure:

\_\_\_ AOA/SIDA Vehicle Permit application has been properly completed

- The company name on the application reflects the company the vehicle is 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 permit(s). This person may not necessarily be a Signatory.
- The Company Address and Company Phone are associated with the vehicle owner (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 vehicle information has been completed in full, **and appears in full**, on the application for each vehicle being requested. Multiple permit requests can be listed on the same application if the permits will be assigned to vehicles of the same company
- Wet signatures are required on the application, and will be collected at the time of permit issuance

\_\_\_ A clear copy of each vehicle registration has been provided

- Each registration clearly shows the:
  - Vehicle year
  - Vehicle make
  - Vehicle license plate
  - State issued
  - VIN number
  - Registration expiration – **registration cannot be expired**
  - Company/owner name
- If the vehicle is new, a clear picture/copy of the paper license plate issued can be used until the registration and permanent plates are received.

\_\_\_ A clear copy of the Certificate of Insurance (COI) has been provided

- The COI must provide evidence of \$10,000,000 in automobile or a combination of automobile and excess liability. This can be evidenced with more than one COI
- No COI submitted with the application can be expired
- The COI must list the Airport Authority as the certificate holder