

# Escort Placard Application Checklist

In order to reduce delays in processing and/or denials of Escort Placard 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 Escort Placard application to the Access Control Office, signatories should ensure:

\_\_\_\_ Escort Placard application has been properly completed

- The company name on the application reflects the company the escort placards will be 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 placard(s). This person may not necessarily be a Signatory.
- The Company Address and Company Phone are associated with the requestor of the placards (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 information has been completed in full, **and appears in full**, on the application. Multiple placard requests can be listed on the same application if the placards will be assigned to the same company
- Wet signatures are required on the application, and will be collected at the time of placard issuance

\_\_\_\_ A company ensures they are not over their allotted amount of escort placards at the time of application

- A company may only be issued two (2) escort placards per one (1) vehicle permit issued to the company
  - By entering the number of permits currently issued to a company, along with the number of escort placards currently in the company's possession, this will tell whether a company has space to request additional escort placards
- If a company is over the allowed number of placards and needs additional placards, a request must be submitted in writing and approval granted before placards will be issued. The request should include the following:
  - Company name requesting the additional placards
  - Operational justification for the additional placard request
  - The number of placards currently issued to the company
  - The number of placards exceeding the allotment
  - Estimated duration for request
    - Placard issuance exceeding the allotment may not always be approved permanently

## Escort Placard Application

**Company Name:** \_\_\_\_\_

**Sponsor Name (if applicable):** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_ **Company Phone:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Signatory Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Vehicle escort placards are used for visiting vehicles accessing the AOA/SIDA during a 24-hour period only.
- The use of escort placards must be logged, and logs submitted to Access Control monthly.
- Visiting vehicles must always be under escort by a permitted vehicle while in motion on the AOA/SIDA.
- The escort placard must be displayed in the visiting vehicle at all times while on the AOA/SIDA.
- The escort placard must be returned to the issuing agent upon the visiting vehicle's exit of the AOA/SIDA.
- Any lost or stolen escort placard must be reported to the Access Control Office immediately. A fee of \$15.00 each will apply to any lost/stolen escort placard.
- You may only be issued up to two (2) escort placards for every permitted vehicle.

Please indicate:

Number of escort placards being requested: \_\_\_\_\_

Number of vehicles currently permitted: \_\_\_\_\_

Number of escort placards currently issued: \_\_\_\_\_

### ACCESS CONTROL OFFICE USE ONLY

**Approved**

**Denied/Reason** \_\_\_\_\_

**Escort Placard(s) issued:**

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_ 6) \_\_\_\_\_

7) \_\_\_\_\_ 8) \_\_\_\_\_ 9) \_\_\_\_\_ 10) \_\_\_\_\_ 11) \_\_\_\_\_ 12) \_\_\_\_\_