



**ACCESS CONTROL**  
 AMF Box 145550, Salt Lake City, UT 84114  
 Phone: 801-575-2423 Fax: 801-575-2377  
 www.slairport.com/badging

## SALT LAKE CITY INTERNATIONAL AIRPORT KEY AND LOCK ORDER FORM

### SECTION 1 – INDIVIDUAL REQUESTING KEY(S)

Last Name	First Name	Phone Number (     )
Company Name	Sponsor Company	

**For additional persons needing keys, please use space on page 2**

### SECTION 2 – KEYS REQUESTED OR WORK TO BE DONE (Check all that apply)

Additional Key(s)    Change Locks    Cipher Code Change    Key Replacement    Lost/Stolen Replacement    New Hire

Location	Number of Keys
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Door Numbers
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Describe work or reasoning for request
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The above work may be accomplished at additional cost to your organization (subject to your authorization). I agree to control the key(s) issued to me by the Department of Airports. I understand that the key(s) issued to me must be returned to Airport Badging if for any reason they are no longer needed (**Keys may not be transferred to another individual without first being returned**). I also understand that if the key(s) leading to secure areas are lost or stolen, the Transportation Security Administration regulations require that any lock(s) actuated by the key(s) must be changed immediately. In this event, \_\_\_\_\_ (**company name**) agrees to take responsibility for the costs of labor and parts associated with the replacement of the lock(s). I agree to notify the Airport's Badging Office in the event a key is lost or stolen. Unaccounted keys will be billed to the company at a cost of \$10.00 per key. Additionally, keys that are not picked up within 30 business days will be returned to the key shop, and a new request will need to be submitted. (**Please allow 5 business days for delivery of keys**)

### SECTION 3 – AUTHORIZING AGENT CERTIFICATION

AUTHORIZING AGENT NAME (Print):			
AUTHORIZING AGENT SIGNATURE:	<b>DO NOT SIGN UNTIL APPLICATION IS COMPLETED</b>		
Phone Number: (     )	Date:	<b>Valid for 30 days after signed and dated</b>	Signatures Checked By

### SECTION 4 – APPROVAL SIGNATURES

Airport Security Coordinator			
Last Name	First Name	Signature	Date
Airport Properties/Contracts			
Last Name	First Name	Signature	Date
Airport Project Engineer (Contractors Only)			
Last Name	First Name	Signature	Date

My signature below indicates that I have received a key, and understand the responsibilities of being a key holder. If my key is lost or stolen, I must report it to the Badging Office immediately. Additionally, I am responsible for paying a lost key fee (\$10.00 per key). If the key is found or returned, a partial refund will be given. My signature also indicates that I will not lend out my key, or give my key to another individual if my employment ceases.

**KEY ASSIGNMENT**

<b>Key Number</b>	<b>Name (Print)</b>	<b>Signature</b>	<b>Date</b>	<b>Issued By</b>