

SAMPLE SIDA ACCESS REQUEST LETTER
Must be printed on company letterhead
Include name, address and telephone number of company

(Date)

Kristian Wade
Airport Operations Manager / Security
Salt Lake City Department of Airports
P.O. Box 145550
Salt Lake City, UT 84114-5550

Dear Mr. Wade:

The purpose of this letter is to request SIDA access for *(company name)* employee *(employee name)*. He/She has an operational need for the selected access *(choose one)*:

- T1 Bypass – includes doors T1-160, T1-174, T1-130H (food court hallway); T1-116 and T1-116A (double doors to ramp)
- T1 Basement Only (employee must submit to screening)
- T3 Bypass – includes doors IT-210C and IT-210D (international terminal to sterile area)
 - **NOTE:** Tools, products, etc. taken through the T3 Bypass doors are limited to what can be carried by hand; items that require a cart or dolly must go through T1 or utilize the exit lane or screening.

The individual named above requires access for the following operational needs *(mark all that apply)*:

- | | |
|---|---|
| <input type="checkbox"/> Prohibited items required for job duties | <input type="checkbox"/> Waste Removal |
| <input type="checkbox"/> Movement of cash | <input type="checkbox"/> Product Delivery |
| <input type="checkbox"/> Other: _____ | |

Access to the requested doors is granted for work-related purposes only. Use of the requested doors for any unauthorized purpose will result in removal of the access from the individual's badge and could be considered a security violation. My signature below certifies that the requested access is for a valid operational need and that I have ensured the individual named above understands this policy and the consequences of non-compliance.

Sincerely,

(Signature of individual authorized to sign for ID badges)