

# Access Change/Add/Delete Form

Attn: Only documented Signatories may make changes to access rights.

Badge Holder's Name: \_\_\_\_\_

Type Of Change Requested: Please Check Block and add card number

<input type="checkbox"/> Lost	<input type="checkbox"/> Add Access
<input type="checkbox"/> Stolen	<input type="checkbox"/> Delete Access
<input type="checkbox"/> Military Leave	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Name Change	<input type="checkbox"/> Badge Renewal
<input type="checkbox"/> Terminated	<input type="checkbox"/> Returned Card

Note this form is only for changing or renewing access rights of the cardholder. Cosmetic changes or reprinting a broken badge do not require signatory approval.

**Badge needs to be shut off immediately – BGR Compliance/Operations needs to be contacted immediately Phone 992-4601 during business hours or 992-4624 at all hours.**

In the event of a renewal with no change to access just write “Renew Present Access” on the add access lines below.

Access Doors to be added or company access if known (Piedmont ramp, Delta Ramp, TSO, CSR, etc...:

\_\_\_\_\_  
\_\_\_\_\_

Access Doors to be deleted: \_\_\_\_\_  
\_\_\_\_\_

Only documented signatories may authorize badge renewal or change, add, or delete access rights. Signatory signatures here affirm that this badge holder or applicant has a present and continuing work related need to be in the above areas of access.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

In the issuance of a security badge, the Airport Compliance Office relies heavily on the representations and certifications made by applicants and signatories. However, the Airport Compliance Office retains the ultimate authority, right and responsibility to determine if an applicant, in fact, has a legitimate need for an ID badge/access card, and thus if such request shall be granted.