

DESIGNATION OF AUTHORIZED KEY REQUESTORS

DATE: _____

Dear Work Order Desk:

To fulfill the requirements of the Airport Security Program and Orders and Instructions (O&I) IAD 6-4-2, as amended, the following individual(s) are designated as Authorized Key Requestor(s) as of the date of this letter, are vested with the authority request key and lock services on behalf of the company, and are authorized and empowered to legally bind the company by their signature.

NAME	BADGE #	PHONE #	EMAIL ADDRESS

The above-named individuals(s) are familiar with the applicable O&Is and will ensure that all employee's who are issued Airport keys comply with the rules and regulations. Furthermore, they will ensure that a strict accounting of all Airport issued keys is maintained, to include prompt reporting of any lost keys and return of keys upon termination or transfer of any employee.

I understand that all Airport Locks and Key are and remain property of the Metropolitan Washington Airports Authority and that failure on the part of my company or employees to abide by Airport rules and regulations may result in penalties including but not limited to fines, revocation of access privileges, confiscation of Airport ID Badges, or other penalties as identified in the Orders and Instructions.

I certify that I have authority to legally bind my company to this agreement.

Sincerely,

Name: _____

Title: _____