

DESIGNATED CERTIFICATION OFFICIAL LETTER

() RONALD REAGAN WASHINGTON NATIONAL AIRPORT
and/or
() WASHINGTON DULLES INTERNATIONAL AIRPORT

DATE: _____

**MANAGER, AIRPORT OPERATIONS DEPARTMENT, MA-110
RONALD REAGAN WASHINGTON NATIONAL AIRPORT (DCA)
WASHINGTON, DC 20001**

**MANAGER, OPERATIONS DIVISION, MA-210
WASHINGTON DULLES INTERNATIONAL AIRPORT (IAD)
DULLES, VA 20166**

Dear Sir:

The purpose of this letter is to advise you (company Name) _____
will be engaging in activities on behalf of _____
as described below at the airport identified above and hereby requests authorization to apply for security
identification badges.

The following activities are to be conducted in the described areas of the airport:

To fulfill the requirements of the Airport Security Program and Orders and Instructions (O&I) () DCA 6-4-4
and/or () IAD 6-4-1, as amended, the following individual(s) are designated as certification official(s) as of
the date of this letter, are vested with the authority to act 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 Airport Security Program and applicable Airport rules and regulations. They will supervise the verification of employment history for anyone for whom they request access to the restricted areas of the Airport, and will ensure that all employee's who are issued Airport ID badges comply with the rules and regulations. _____ will ensure that a strict accounting of all ID badges is maintained, to include prompt reporting of any lost badges and return of ID badges upon termination or transfer of any employee.

I understand that all Airport ID Badges 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.

As a condition of any employee for _____ applying for an Airport ID Badge, I agree that any Transportation Security Administration fine levied against the Airport as a result of the actions or omissions of anyone for whom one of the certification official (s) has requested access to the restricted area of the airport will be paid by _____.

I certify that I have authority to bind _____ to this agreement.

Sincerely,

Name: _____

Title: _____

Certification Official Signature Sample

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____