

THIS FORM MUST BE FILLED OUT ELECTRONICALLY – HAND WRITTEN FORMS WILL NOT BE ACCEPTED

APPLICANT		
SURNAME	GIVEN NAMES	BIRTH DATE (YYYY-MM-DD)
EMPLOYER	CONTRACTED BY	DEPARTMENT, DIVISION OR CONTRACTOR NAME
POSITION	PERSONAL PHONE (Include Area Code)	EMAIL ADDRESS

REQUESTING OFFICER		
<p>As a Requesting Officer for my organization, I request that the Calgary Airport Authority issue the keys and access card listed below to the individual named above. On behalf of my organization, I accept responsibility for the items issued and commit to pay all fees levied by the Calgary Airport Authority for loss or misuse, and for the cost or any changes to key, lock or access control systems occasioned by this loss or misuse.</p>		
EMPLOYER	CONTRACTED BY	NAME
DEPARTMENT, DIVISION OR CONTRACTOR NAME	POSITION	
BUSINESS PHONE (Including area code)	DATE OF APPLICATION (YYYY-MM-DD)	SIGNATURE

ACCESS LEVELS REQUESTED*	CONTROLLED ACCESS LEVEL APPROVAL VERIFIED
	Name:
	Signature:
ACCESS LEVEL EXPIRY DATE(S) (If applicable)	Date:

Note: ANY Swing Gate Access requests are considered controlled and **must be accompanied by an eLearning completed certificate.*

KEYS REQUESTED (E.G. ske-123)	KEY LEVEL APPROVAL VERIFIED
	Name:
	Signature:
	Date: