

APPLICATION TO HOLD VISITOR PASSES

In those rare instances where obtaining Visitor Passes would have severe operational implications for the company sponsoring the visitor, The Calgary Airport Authority may issue a block of Escort Required Visitor Passes to a responsible authority of the company wishing to sponsor visitors.

THIS APPLICATION MUST BE TYPED, SIGNED BY YOUR DESIGNATED REQUESTING OFFICER AND SENT TO THE PASS OFFICE FOR VERIFICATION.

APPLICANT INFORMATION		
COMPANY		DEPARTMENT/DIVISION (If "all" please specify)
COMPANY ADDRESS		
CITY	PROVINCE	POSTAL CODE
<p>As Designated Requesting Officer for the company and division(s) identified above, I request that a block of visitor passes be issued to the individual whose particulars appear below. Drawing visitor passes from the Pass Office or the Corps of Commissionaires is not feasible as this would cause severe operational implications for my organization. Following are the reasons:</p>		

FOR RENEWALS, PLEASE PROVIDE THE FOLLOWING INFORMATION		
Number of passes currently held:	Number of passes requested:	
Number of Serial Certificates used:	Number or Airport Visitor/Block Pass certificates requested:	
Number of unused certificates returned:	Type of pass requested	AIRSIDE TERMINAL
Name of Designated Requesting Officer	SIGNATURE	DATE

PARTICULARS OF INDIVIDUAL AUTHORIZED TO DRAW THE BLOCK OF VISITOR PASSES		
SURNAME	GIVEN NAMES	EMAIL
WORK PHONE	MOBILE	POSITION

CALGARY AIRPORT AUTHORITY SECURITY DEPARTMENT APPROVAL		
The issue of these passes is authorized	The issue of these passes is not authorized	DATE
SIGNATURE	COMMENTS:	

FOR PASS OFFICE USE – Data verified prior to forwarding application to Security Department		
This data has been verified	SIGNATURE	DATE
Passes have been printed and the applicant has been notified via email	SIGNATURE	DATE