

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

SENIOR REQUESTING OFFICER		
COMPANY NAME		DEPARTMENT/DIVISION (If "all" please specify)
COMPANY ADDRESS		
CITY	PROVINCE	POSTAL CODE
As Senior Requesting Officer for the company and division(s) identified above, I appoint the individual, whose particulars and signature appear below as my Designate Requesting Officer.		
NAME	SIGNATURE	DATE (YYYY-MM-DD)

APPOINTED DESIGNATED REQUESTING OFFICER		
SURNAME	GIVEN NAME(S)	DATE OF BIRTH (YYYY-MM-DD)
TELEPHONE	EMAIL	POSITION
RAIC NUMBER	DRIVERS LICENCE	SECURITY CLEARANCE LEVEL _____ EXPIRES _____
I, the undersigned, certify that I accept the appointment and responsibility as the Designated Requesting Officer for the company and division(s) identified above.		
NAME	SIGNATURE	DATE (YYYY-MM-DD)

PASS CONTROL		
Data verified	Data entry complete	Specimen signature entered
APPOINTMENT EXPIRES (Date)	SIGNATURE	DATE (YYYY-MM-DD)

Please see Terms of Appointment on reverse.

TERMS OF APPOINTMENT

As a Designated Requesting Officer you are responsible to your Senior Requesting Officer to ensure that individuals employed by, or providing a service to or on behalf of your organization, are complying with *Canadian Aviation Security Regulations* and Calgary Airport Authority directives pertaining to airport restricted area access.

Your Senior Requesting Officer has assumed financial liability on behalf of your organization for all fines, penalties and administrative charges levied by Transport Canada or the Calgary Airport Authority for failure, by anyone under control of your organization, to comply with *Canadian Aviation Security Regulations* and Calgary Airport Authority directives, and “terms” pertaining to airport restricted area access.

Unless the Security Manager at the Calgary Airport Authority has been notified, in writing, by your Senior Requesting Officer of any restrictions, your signature will have the same authority as your Senior Requesting Officer’s signature. You will be responsible to your Senior Authorizing Officer for all your actions.

Your prime responsibility is to assist your Senior Requesting Officer in their role. It is your duty to ensure that:

1. You are familiar with *Canadian Aviation Security Regulations* and those sections of the *Transportation Security Clearance Program* applicable to your position.
2. You have an understanding of the responsibilities of your Senior Requesting Officer and the responsibilities they have given to you as their designate.

NAME	SIGNATURE	DATE (YYYY-MM-DD)
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