

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

APPLICANT				
SURNAME		GIVEN NAMES		BIRTH DATE (YYYY-MM-DD)
				, ,
EMPLOYER CONTRAC		CTED BY DEPARTMENT, DIVI		SION OR CONTRACTOR NAME
		·		
POSITION		PERSONAL PHONE (Include Area Code)		EMAIL ADDRESS
		<u> </u>		1
REQUESTING OFFICER				
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.				
EMPLOYER		CONTRACTED BY		NAME
DEPARTMENT, DIVISION OR CONTRACT		TOR NAME	POSITION	
BUSINESS PHONE (Including area code) DA		DATE OF APPLICATION (YYYY-MM-DD)		SIGNATURE
ACCESS LEVELS REQUESTED*		CONTROLLED ACCESS		ESS LEVEL APPROVAL VERIFIED
			Name:	
			Signature:	
ACCESS LEVEL EXPIRY DATE(S) (If applicable)			Date:	
ACCESS LEVEL EXPIRT DATE(S) (II applicable)			Date.	
*Note: ANY Swing Gate Access requests are considered controlled and <u>must be</u> accompanied by an eLearning completed				
certificate.				
KEYS REQUESTED (E.G. ske-123)			KEY LEVEL APPROVAL VERIFIED	
			Name:	
			Signature:	
			Date:	