



CALGARY  
AIRPORT  
AUTHORITY

# APPLICATION FOR AIRPORT KEYS & ACCESS

TO BE COMPLETED BY THE REQUESTING OFFICER

**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	

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 CONTRACTOR NAME		POSITION
BUSINESS PHONE (Including area code)	DATE OF APPLICATION (YYYY-MM-DD)	SIGNATURE

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

A list of access levels available to your organization is available upon request from the Pass Office.

Requests such as “the same as ...” or “the doors that lead to ...” **will not be honoured.**