

MINETA SAN JOSÉ INTERNATIONAL AIRPORT

Mailing Address: 1701 Airport Blvd, Suite B-1130, San Jose, California 95112-4538
Badging Office Location: 1701 Airport Blvd., Suite B1270, San Jose, CA 95110
Phone: (408) 392-1100 Fax: (408) 392-1144



ESCORT AUTHORITY REQUEST FORM

Authorized Signatories must justify all escort authority requests for applicants with SIDA Identification media badges by completing this form. Applicant must meet all criteria as described and submit this request to the San José Airport Badging office. All forms must be dropped off 48 hours prior to scheduled appointment. Badge Issuance fees will apply.

SECTION I: APPLICANT INFORMATION

Applicant Badge Number: _____ Date: _____

Applicant Name: _____
Last Name First Name

SECTION II: TO BE COMPLETED BY THE AUTHORIZED SIGNATORY

1. Is the applicant currently in the role of one of the following: Supervisor, Manager, Lead, or Trainer? ☐ Yes ☐ No
2. The employee has NOT received any security strikes within the last 6 months? ☐ Yes ☐ No

If you have marked no to any of the questions listed above, please attach a justification on company letterhead, stating why the applicant still requires escort authority.

As an Authorized Signatory on file with the San José International Airport, I certify that the above named applicant has a need to obtain escorting privileges. If the above applicant fails to follow the escort guidelines and/or no longer has an operational need to escort, the escort decal may be removed. Subsequent badge issuance fees may apply.

Company/Tenant: _____
Authorized Signatory (Please Sign): _____
Please Print Name of Auth Signatory: _____ Date: _____
Phone Number: _____

For Badging Office Use Only:

ESCORT AUTHORITY: ☐ APPROVED ☐ DENIED

REASON FOR DENIAL: _____
(IF APPLICABLE)

Applicant Criteria for Escort Authority:

- ☐ Employee has a SIDA Badge
- ☐ Employee has an operational need to conduct Escorts
- ☐ Employee does not have any security violations within the last 6 months
- ☐ Tenant has not exceeded the maximum % allowed for escorting authority

Approved By: _____ Date: _____

Signature of Approver: _____