



# ESCORT AUTHORITY REQUEST FORM

## MINETA SAN JOSE INTERNATIONAL AIRPORT

Authorized Signatories must justify all escort authority requests for applicants with SIDA media badges by completing this form. The applicant must meet all criteria and submit this request to the San Jose Airport badging office for approval.

### SECTION 1: APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Applicant Badge Number: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 2: TO BE COMPLETED BY THE AUTHORIZED SIGNATORY:

1. How long has the applicant been employed at SJC?

- Less than 6 months
- More than 6 months

**\*\* If less than 6 months, please attach a justification on company letterhead stating why the applicant requires escort authority \*\***

2. Is the applicant a Supervisor, Manager, Lead, or Trainer?

- YES
- NO

If you answered NO please provide a short explanation to why this applicant requires escort:

3. Has this applicant had any security strikes in the last 6 months?

- YES
- NO

As an Authorized Signatory with the San Jose International Airport, I certify that the above-named applicant has an operational need to obtain escorting privileges. If the above applicant fails to follow the escort guidelines, receives a strike, or no longer has an operational need to escort, the escort icon can be removed. Subsequent badge issuance fees may apply.

Authorized Signatory (Please Sign) \_\_\_\_\_

Authorized Signatory Phone Number \_\_\_\_\_

### FOR BADGING OFFICE USE ONLY:

ESCORT AUTHORITY: \_\_ APPROVED \_\_ DENIED REASON FOR DENIAL: \_\_\_\_\_

APPLICANT CRITERIA FOR ESCORT AUTHORITY: EMPLOYEE HAS A SIDA BADGE. OPERATIONAL NEED, NO SECURITY VIOLATIONS

**\*\* TENANT HAS NOT EXCEEDED THE MAXIMUM % ALLOWED FOR ESCORTING AUTHORITY\*\***

APPROVED BY: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_