



AIRPORT SECURITY AUTHORIZED SIGNATORY

INFORMATION BOOKLET



I attended class on ___ / ___ / ___ (today's date)

Authorized Signatory recurrent training is required and will be administered through interactive Computer Based Training (CBT) kiosks during the Authorized Signatory's Airport ID badge renewal. All authorized signatories are required to bring in the Authorized Signatory Recurrent Training Certification Form completed and signed certifying the information listed on the form.

Information contained in this booklet is subject to change. The Airport Security Office will share changes and updates through Authorized Signatory email.

Always feel free to contact the Airport Security Office at (303) 342-4300 for any questions you may have.

05/01/2020



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AUTHORIZED SIGNATORY REQUIREMENTS

An Authorized Signatory is designated for each company participating in the Airport Security Program. Primary responsibilities include but are not limited to:

- Overseeing the background check process for all employees; and
- Signing and certifying the accuracy of all applications and forms submitted to Airport Security; and submit badge requests electronically via the Authorized Signatory Self Service Portal.
- Ensuring all Airport Identification Badges are cancelled and returned upon separation of employees from the company; and
- Maintaining appropriate access levels for employees; and
- Requesting and monitoring use of RFID tags (if applicable); and
- Responding to Airport Security and TSA audits; and

Ensuring company applicants are trained on and remain compliant with the Rules and Regulations Governing the Denver Municipal Airport System to include any and all new security changes and regulatory requirements.

All Authorized Signatories must:

- Attend an Authorized Signatory class annually (completed during badge renewal for existing Signatories). To schedule a “New” Authorized Signatory class please go to the authorized signatory self-service portal, within Additional Resources to access the link for scheduling.
- Maintain an “active” Airport ID badge at all times.
 - If your Airport ID badge is not valid, YOU CANNOT SIGN forms or submit badge requests via SAFE!
- NEVER sign an incomplete or blank form.
 - Violation Notice will be issued, loss of Authorized Signatory privileges & possible civil penalties can be assessed to Authorized Signatory by the Transportation Security Administration and badge suspension.
- Airport ID badges must be terminated immediately upon employee separation. Immediate termination of the Airport ID badge is critical, as the purpose is to remove the possibility of the employee (or someone else) using the Airport ID badge in our Access Control System. This system is critical to protecting our security posture.
 - Terminating Airport ID badges can be accomplished twenty-four hours per day / seven days per week at:
 - (303) 342-4300 during normal business hours (7:45am-4:00pm Mon-Fri)
 - (303) 342-4210 after normal business hours
 - Authorized signatory self-service portal (username and password required)
 - Airport ID badges/Security keys must be returned to Airport Security immediately after the employee no longer works within the Public, Controlled, Sterile, or Secured areas at DEN.
 - Return terminated Airport ID badges to either badging office (Satellite Badging Office or Main Badging Office near Gate A-46) during business hours (7:45am-4pm) or, Return terminated Airport ID badges to the Drop Box located outside of the Airport Office



Building (AOB) glass doors after business hours. (Security keys must be returned to office during business hours)

- Develop a company plan (off boarding policy) to ensure Airport ID badges are cancelled & returned to Airport Security immediately when an employee separates from the company.
- Product(merchandise/consumables) deliveries into the Sterile Area must be submitted for inspection at a designated Freight Elevator. Please see the guard elevator hours and location map via the authorized signatory self-service portal.
- Comply with unannounced badge and RFID vehicle tag audits (upon request)
- Maintain an updated Authorized Signatory Designation Form at all times.
- The Senior Company Manager for each company will designate an Authorized Signatory who will become the key player(s) involved with Airport Security issues.
 - A new form must be submitted before a new authorized signatory is able to attend authorized signatory training, for any changes (new, removal and addition) and the authorized signatory privilege must be selected under the Privilege Tab for the new Authorized Signatory via the authorized signatory self-service portal.
 - Up to five (5) Authorized Signatories are allowed.
- Have a unique email that cannot be shared with other Authorized Signatories.

SENSITIVE SECURITY INFORMATION (SSI)

Sensitive Security Information (SSI) is information that, if publicly released, would be detrimental to transportation security, as defined by Federal regulation 49 C.F.R. part 1520 (http://www.tsa.gov/sites/default/files/ssi_best_practices_guide_for_non-dhs_employees.pdf).

Although SSI is not classified information, there are specific procedures for recognizing, marking, protecting, safely sharing, and destroying SSI. As persons receiving SSI in order to carry out responsibilities related to transportation security, you are considered “covered persons” under the SSI regulation and have special obligations to protect this information from unauthorized disclosure.

SSI REQUIREMENTS

The SSI regulation mandates specific and general requirements for handling and protecting SSI.

- **You Must – Lock Up All SSI:** Store SSI in a secure container such as a locked file cabinet or drawer (as defined by Federal regulation 49 C.F.R. part 1520.9 (a)(1).
- **You Must – When No Longer Needed, Destroy SSI:** Destruction of SSI must be complete to preclude recognition or reconstruction of the information (as defined by Federal regulation 49 C.F.R. part 1520.19).
You Must – Mark SSI: The regulation requires that even when only a small portion of a paper document contains SSI, every page of the document must be marked with the SSI header and footer. (As defined by Federal regulation 49 C.F.R. part 1520.13). Alteration of the footer is not authorized.



AIRPORT SECURITY BADGING OFFICES

Both locations are closed quarterly (January, April, July, October) on the third Thursday of the month from noon to 4 p.m., as well as on all observed City holidays.

MAIN BADGING OFFICE (MBO)

8500 Peña Boulevard, Denver, CO 80249
Concourse A, Near Gate A-46, Level 4

Hours of Operation:

7:45 a.m. – 4:00 p.m. M-F

Please allow one hour for security training

Please allow two hours for security and driving training

Last fingerprint appointment at 3:15pm

Closed on City observed holidays



SATELLITE BADGING OFFICE (SBO)

Airport Security Satellite Badge Office is for:

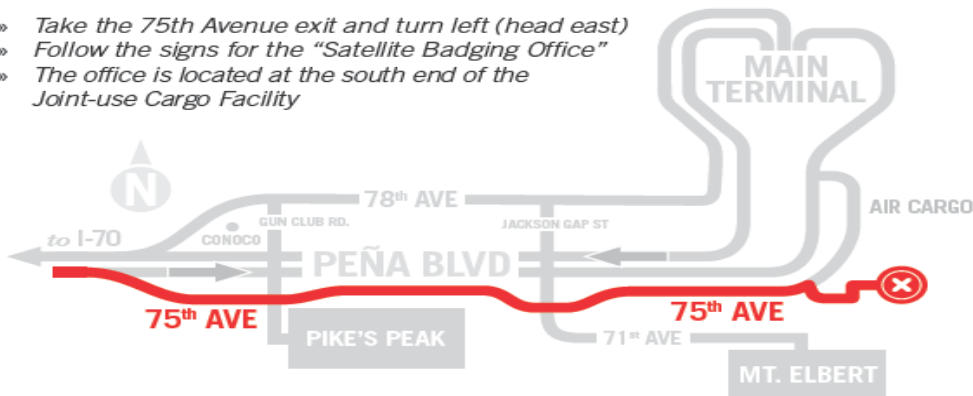
- Employees applying for a Denver International Airport ID badge for the first time, and all ground transportation badging
- Fingerprint appointments
- New company participant meetings
- Dropping off vehicle permits, applications, etc.

Where:

Satellite Office
7640 Undergrove Street, Unit A
Denver, CO 80249
(not mailing address)

**Free parking available for Airport Security Badging Office patrons*

- » Take the 75th Avenue exit and turn left (head east)
- » Follow the signs for the "Satellite Badging Office"
- » The office is located at the south end of the Joint-use Cargo Facility



Hours of Operation:

7:45 a.m. – 4:00 p.m. M-F

- Please allow one hour for security training
- Please allow two hours for security and driving training
- Last fingerprint appointment at 3:15pm
- Closed on City observed holidays



AIRPORT SECURITY FORMS

Please use the following links to access the forms.

- www.flydenver.com/badging (public website)
- <https://signatory.flydenver.com> (username and password required)

FORMS

- Access Change Form
- Authorized Signatory Designation Form
- Fingerprint Certification for Air Carrier Employee
- Standard Participant Sponsorship Agreement
- Receipt for Returned Airport ID badge
- Security Key User Agreement
- Sponsorship Certification Form
- Sterile Area-Secure Area Access Request Form
- Translation Assistance Accountability Form
- Vehicle Permitting Form
- Authorized Signatory Initial Training Certification Form
- Authorized Signatory Recurrent Training Certification Form

. All forms are also available at either Airport Security Badging Offices and can be scanned into an email.

All forms require an active Authorized Signatory signature



Standard Participant Sponsorship Agreement

All sponsored companies conducting business at DEN are required to have a Standard Participant Sponsorship Agreement on file with Airport Security with each company they conduct business with. The sponsorship establishes that a vendor or contractor has legitimate business at the airport.

- New companies must specify access level (s) and what access should be attached to the access level (s) and if driving and escorting privileges are required.
- Sponsoring Company's Authorized Signatory must notify the Airport Security verbally immediately upon Sponsorship termination.
- Renewing Sponsorships are certified through the Participant Sponsorship Certification Form. This form must be completed by the sponsoring company.

Access Change Forms

- Adding or removing access to the company or access level.
- Provide card reader number(s) and justification for request.

Vehicle Permitting Form

Authorized Signatories should scan the new form to DEN.RFID@flydenver.com

- Requests will be processed within five (5) business days.
- Driver Familiarization and COI must be submitted and approved for all companies before RFID tag requests will be processed. Any RFID request submitted before these requirements are completed will be denied and the forms will have to be resubmitted at a later date
- Copy of current and valid vehicle registration for each vehicle is required when submitting a Vehicle Permitting Form
- RFID tags are only available for pickup at our Main Badging Office on A Concourse

Sterile Area/Secured Area Access Request Form

- Required to be completed for unbadged individuals that are conducting "official airport business," in the Sterile Area and/or requesting approval for unbadged individuals to be escorted in the Secured Area.
- Request must be emailed 48 hours in advance to asc@flydenver.com for approval.

Authorized Signatory Recurrent Training Certification Form

All authorized signatories are required to bring in this form completed and signed certifying the information listed on the form at the time of their Airport ID badge renewal.



FINGERPRINTING AND BADGING TIPS

- Name of applicant being submitted electronically via the authorized signatory self-service portal must match the government issued identification's being presented. Supporting documents linking the name together if they are not matching
- Please enter all aliases for an applicant when requesting an Alirport ID badge request electronically via the authorized signatory self-service portal.
- Before Visit 1 review the disqualifying offenses with the new applicant.

NEW AIRPORT ID BADGE HOLDERS

- Authorized signatory will submit new badge request electronically via the authorized signatory self-service portal.
- Employee will go to badging office for fingerprinting with original documents or certified copies, two forms of unexpired government-issued identification:

https://www.flydenver.com/sites/default/files/badging/badging_Acceptable_IDs.pdf

- For check-in and queuing information for fingerprint/badging go to www.flydenver.com/badging.
- Applicant is fingerprinted and Authorized Signatory will be notified once the Criminal History Records Check (CHRC) and the Security Threat Assessment (STA) have both cleared. If you have not heard anything after ten-fifteen (10-15) business days, please contact our office. This information will only be given to an approved Authorized Signatory. No clearance information will be released to the employee.
- Once you have been notified of the clearance, please ensure your employee comes in as soon as possible. Fingerprints are only valid for thirty (30) days from the date of fingerprinting.
- If an employee is disqualified from receiving a badge due to the results of their CHRC, they will be informed via mail within 30 days of their disqualification. Any attempt to contact the airport or appear in person will be turned away.



AIRPORT ID BADGE RENEWAL

- Authorized signatory will submit renewal badge request electronically via the authorized signatory self-service portal. Employee comes to the badge renewal with their government issued photo ID & employment authorization documents (proof of citizenship).
- All Airport ID badge holders with companies regulated by CFR 49 Part 1542/1546 will be required to have a recurrent fingerprint based CHRC every two (2) years. Airport Security will resubmit fingerprints for Airport ID badge holders upon badge revalidation if their existing CHRC clearance date will exceed two (2) years in age before their next badge revalidation (Airport ID badge expiration date).

NOTE: This will not apply to those badge-holders that have been placed on the Rap Back Program

- For check-in and queuing information for badging go to www.flydenver.com/badging.
- Complete all computer based training and successfully pass test before Airport ID badge is issued.
- All Airport ID badges expire at midnight on the date printed on the Airport ID badge.
- If an Airport ID badge has expired, the Airport ID badge holder may also be required to clear a new Security Threat Assessment (STA).
- Airport ID badge holders are able to renew their badges up to thirty (30) days prior to the expiration of their current Airport ID badge.
- If the Airport ID badge has been expired for more than thirty (30) days, the applicant must re-start the entire process as a new employee.

Airport ID badge holders can check in remotely



AIRPORT ID BADGE RENEWAL FOR AIR CARRIER ONLY

- All Airport ID badgeholders with companies regulated by CFR 49 Part 1544 (Air Carriers) will be required to have a recurrent fingerprint based CHRC every two (2) years (the fingerprint-based CHRC cannot expire before the badge expires. This would require a new CHRC).
- The authorized signatory will submit the renewal badge request electronically via the authorized signatory self-service portal. Employee comes to the badge renewal with their government issued photo ID & employment authorization documents (proof of citizenship).
- Employee will have to return to Airport Security with a completed Fingerprint Certification Form after their company receives the CHRC results.

- Air Carriers cannot submit applicant fingerprints any earlier than sixty (60) days prior to the Airport ID badge expiration date.

NOTE: This will not apply to those badge-holders that have been placed on the Rap Back Program by the Air Carrier. There will be a check box on the Certification Form for those individuals that the Air Carrier has enrolled in the Rap Back Program.

- Air Carriers that have their employees fingerprinted by their respective companies the authorized signatory will submit the renewal badge request electronically via the authorized signatory self-service portal. Employee comes to the badge renewal with their government issued photo ID & employment authorization documents (proof of citizenship).
- Applicants must complete all computer based training and successfully pass test before Airport ID badge is issued.
- All Airport ID badges expire at midnight on the date printed on the Airport ID badge.
- If an Airport ID badge has expired, the Airport ID badgeholder may be required to clear a new Security Threat Assessment (STA).
- Airport ID badgeholders are able to renew their badges up to thirty (30) days prior to the expiration of their current Airport ID badge.
- If the Airport ID badge has been expired for more than thirty (30) days, the applicant must re-start the entire process as a new employee.



TESTING PROCEDURES

SIDA TESTING

All Applicants applying for an Airport ID badge with unescorted access to non-public areas are required to watch, and successfully pass, the SIDA Computer Based Training (CBT):

- An individual is allowed to take the SIDA test only one (1) time in a business day.
- If an individual is not successful in passing all training concepts, the individual must wait until the following business day to receive the SIDA training again. If the individual fails a second (2nd) time the individual must wait one (1) business day before the individual may re-test for the SIDA training.
- If the individual fails the third attempt, they may not re-apply for the SIDA training for one (1) full calendar month.

Translation Assistance

- If the applicant needs translation assistance the Translation Accountability Form needs to be completed prior to testing This form must be signed by a valid Authorized Signatory. Authorized Signatory must select the Requires Assisted Training box for the applicant under Employee/ General Tab in the authorized signatory self-service portal.
- The translator must be a DEN Airport ID badge holder for your company.
- Translation assistance can be utilized for SIDA testing (new or renewal).
- Translation assistance is only available for SIDA training. Non Movement & Movement driving must be completed without assistance.



ESCORTING PROCEDURES

The City and County of Denver (CCD) is the “Airport Operator” of DEN and is regulated under Part 1542 of the Code of Federal Regulations. Under Transportation Security Administration (TSA) regulations and CCD rules, individuals “regularly” working at DEN in any capacity must obtain an Airport ID badge. Airport Security has limited the amount of times an individual can obtain access into the Secured & Sterile Areas to ensure that companies/individuals are not circumventing the Airport Security Program (ASP). Companies and/or individuals who have a “demonstrated need” to access areas at DEN to conduct official airport business for a “limited” time may utilize one of the following procedures:

SECURED AREA ACCESS

Unbadged individuals may be escorted into the **Secured Area** through a City & County of Denver controlled guard gate (Gates 1, 2, 4, 5, 6, 7 & 9) following established DEN escorting protocols. Unbadged individuals are limited to being escorted **five (5) times** and will be denied escorted access into the Secured Area once that number is exceeded. Any exception to this policy requires approval from the Airport Security Coordinator (ASC).

For the Terminal/Freight Elevators, unbadged individuals must use elevator TE-60 on the West side to access the Secured Area. A Guard is posted to log the escort and verify the identity of the unbadged individual. This is the only access point for escorting into the Secured Area from the Jeppesen Terminal. If TE-60 is out of service, TE-99 on the East side will be available. Escorting is not permitted at any other Jeppesen Terminal Elevators.

Perimeter Facilities have specific escorting procedures. The leaseholder must log the **unbadged** individual in and out and is responsible for maintaining the escort within the internal footprint of the building at all times. Any escort outside of the facility will require admittance through a Perimeter Guard Gate. For additional guidelines, reference §20.04-13 of the Denver Municipal Airport System Rules and Regulations.

NOTE: When escorting you must be in view and verbal control of the unbadged individual.



STERILE AREA ACCESS

The Pink Concourse Visitor Badge Program is approved by the TSA, and is **primarily** used by DEN to allow new applicants of the airport to gain access to the Main Badging Office located on the A-Concourse for fingerprint appointments and testing for badges. Since this office is located in the **Sterile Area**, access is obtained through one of the three TSA Security Screening Checkpoints. Once the individual successfully completes the screening process at the TSA Security Screening Checkpoint, they do not need to be escorted while in the Sterile Area.

Authorized Signatories requesting for an unbadged individual to access the Sterile Area must submit a request and be pre-approved by the Airport Security Coordinator (ASC). Unbadged individuals must be conducting “official airport business,” are limited to the issuance of **five (5)** Pink Concourse Visitor badges and will be denied access into the Sterile Area once that number is reached. Any exception to this policy requires approval from the Airport Security Coordinator (AS).

Pink Concourse Visitor badges are only issued at the Airport Office Building (AOB) Reception Area which is adjacent to the A-Bridge TSA Security Screening Checkpoint. The AOB Reception Area is open 6:00 am to 6:00 pm Monday through Friday (except holidays) and special arrangements must be pre-coordinated with the ASC to have a Pink Concourse Visitor badge issued during off-hours or on weekends.

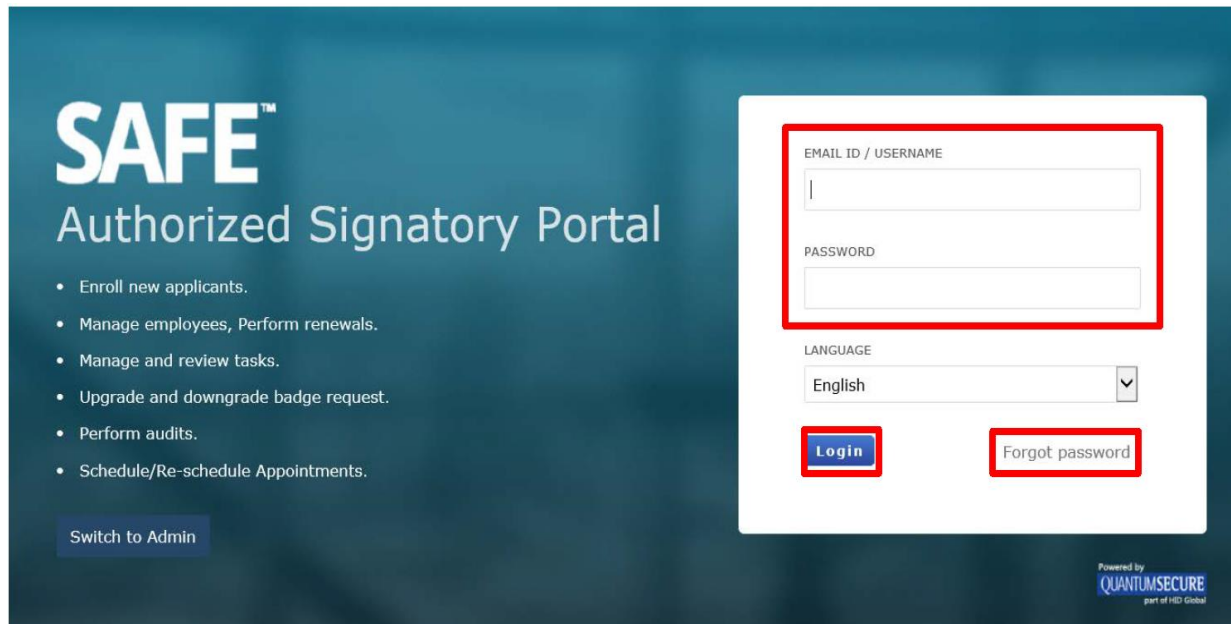
The Sterile Area-Secure Area Access Request Form is required to be completed and emailed 48 hours in advance to asc@flydenver.com for approval.

NOTE: Air Carriers who are defined by the TSA as “Aircraft Operators” are regulated under Part 1544 of the Code of Federal Regulations and will issue their own “demonstrated needs pass” based on their company policies to unbadged individuals requiring access to the Sterile Area.

AUTHORIZED SIGNATORY SELF SERVICE PORTAL

The portal is a tool for current Authorized Signatories to initiate an application electronically for an Airport ID badge (new & renewal), terminate an Airport ID badge, submit a lost/stolen/change badge request., view reports, audits (if applicable). There is an Additional Resource link that has other helpful information such as the Standard Operating Procedures (SOP) for this portal, forms and maps.

<https://signatory.flydenver.com>



AUTHORIZED SIGNATORY PORTAL PASSWORD TIPS

- After a new Authorized Signatory receives training an email will be sent containing instructions on how to log into the authorized signatory self-service portal.
- For security purposes the password you choose expires every ninety (90) days
- Remember to never share your password or badge pin number with anyone. This includes giving unauthorized access to navigate through the portal.



BADGE/SECURITY KEY ROSTER AND PHYSICAL AUDITS

Airport Security will conduct unscheduled Airport ID badge and key audits of all companies at DEN. The audits will be conducted using multiple methods:

- In order to complete a Roster Audit, organizations at DEN will be asked to provide Airport Security with a “roster” of their current active Airport ID badge holders and security keys if applicable. This information will be audited and cross referenced with Airport Security’s data to ensure the integrity of access control. If any discrepancies are noted in the audit, organizations must correct them within a time frame specified by Airport Security.
- To complete an onsite audit, Airport Security will visit your organization’s location at DEN and verify that employees are properly displaying a valid Airport ID badge. Individuals not displaying their Airport ID badges will be issued a Violation Notice. If an individual is displaying an invalid Airport ID badge (terminated, suspended, expired) they will be escorted from the Sterile and or Secured Area. The individual will have to successfully pass their background check before they will be allowed to resume work at DEN.



VIOLATION NOTICE PROGRAM

DEN has a comprehensive Security Violation Notice Program to enforce Part 20 of the Denver Municipal Airport System Rules and Regulations. The Program ensures that all Airport ID badge holders are held accountable for their role in maintaining a safe and secure airport operating environment. As an Authorized Signatory, you may serve as a point of contact for this Program. If a Violation Notice is issued to a member of your organization, you are responsible for taking action as recommended by the Airport Security Manager overseeing the Security Violation Notice Program.

You will receive e-mail notification if an employee with your company is issued a Violation Notice, regardless of the infraction's severity. When a "Non-Critical Violation" is issued, you will be asked to review the incident with individual responsible for the infraction and discuss the importance of DEN's security protocols. Other circumstances will require the completion of a Violation Notice Hearing as prescribed in §20.04-8. A Violation Notice Hearing must be scheduled with the Airport Security Manager overseeing the Security Violation Notice Program when:

- A Violation Notice is issued for a "Critical" violation, §20.04-16.
- The holder of an Airport ID badge is issued a second Violation Notice which is substantively the same as another Violation Notice issued to the same individual within a two (2) year period, or
- Two (2) Violation Notices are issued to the badge holder for the same incident.

As an Authorized Signatory you may be expected to accompany your employee to the Violation Notice Hearing. Representatives from DEN Airport Security will consider all evidence supporting the Violation Notice and provide an opportunity for the badge holder or company to refute the Violation if they so please. The outcome of a Violation Notice Hearing is dependent upon the infraction's severity, and ranges up to permanent revocation of the individual's Airport ID badge.

Questions about the Violation Notice Program should be directed to Marie Surratt, Airport Security Manager for Compliance and Enforcement at: marie.surratt@flydenver.com.



AIRPORT SECURITY FEES

Airport ID Badges:

First Airport ID badge / Annual Renewal / Replacement /
Airport ID badge information change (i.e. name change, add driving) **\$10.00**

Fee issued to company for Airport ID badges unrecovered (lost, stolen,
expired, terminated) for any reason and not returned within ten
(10) business days of termination **\$250.00**

Criminal History Records Check (10 Year):

1542 Companies **\$40.00**

*If three (3) Airport ID badges/Security keys are lost, stolen or unrecovered a hearing with the Airport Security Manager or designee will be required prior to the issuance of an additional Airport ID Badge/Security key

RFID Tags:

Initial RFID Tag / Replacement **\$100.00**

Create a Badge Return Plan for your Company to ensure Airport ID badges are returned when an employee separates from your company.

Billing Option

Your company will be set up on billing for fingerprint and Airport ID badge fees. Please see Airport Security for details.

TRANSPORTATION SECURITY ADMINISTRATION (TSA)

49 U.S. CODE 46301- CIVIL PENALTIES

(6) Failure To Collect Airport Security Badges.— Notwithstanding paragraph (1), any employer (other than a governmental entity or airport operator) who employs an employee to whom an airport security badge or other identifier used to obtain access to a secure area of an airport is issued before, on, or after the date of enactment of this paragraph and who does not collect or make reasonable efforts to collect such badge from the employee on the date that the employment of the employee is terminated and does not notify the operator of the airport of such termination within 24 hours of the date of such termination shall be liable to the Government for a civil penalty not to exceed \$10,000.



Automobile Liability Insurance Requirements



MEMO

DATE: April 11, 2019
TO: All Entities Requesting Unescorted Airside Driving Privileges at DEN
FROM: Janet Bressler, Risk Manager
THROUGH: Kelly Bennett, Security Manager – Training and Communications
PAGES: 3 (including attachment)
SUBJECT: Unescorted Airside Driving Privileges at DEN - Insurance Requirements

Welcome to DEN! We are happy to have you join our growing airport family! Due to the size and complexity of our airport operations – and for your protection as well as others operating on the airfield - we will need to confirm your compliance with our insurance requirements prior to issuance of RFID tags granting airside access for your vehicles.

Below are the steps you will need to take in this process:

- STEP 1 Review the full listing of insurance requirements for commercial operators found in Part 230 of the [DEN Airport Rules and Regulations](#) along with this Memo and sample ACORD form Certificate of Insurance (COI) (attached) to determine if you are able to meet the requirements.
- PLEASE BE ADVISED:
- A. **Minimum Business Automobile Liability limit required for unescorted airside driving privileges is \$10,000,000 combined single limit** each occurrence for bodily injury and property damage. Lesser limit of \$1,000,000 is only accepted if you are solely accessing the Glycol Plant or Antenna Farm via Gate 2.
 - B. If you are operating at DEN under a written contract beyond your agreement to comply with DEN Airport Rules and Regulations, your insurance requirements may differ, and your separate contract will govern. Please list your DEN Contract No. on your COI(s).
- STEP 2 Provide Part 230 and the sample COI to your insurance broker to request issuance of the required COI under your insurance program. If Item B. above applies, provide a copy of your contract in replacement of Part 230.
- STEP 3 Submit your COI via email to DENCOI@flydenver.com. Our goal is to review and reply within 48 business hours of receipt.
- STEP 4 After you receive the approval email from DEN Risk Management verifying your COI complies, follow the RFID tag process instructions given to you by DEN Security when you attended a New Participant Meeting and/or New Authorized Signatory Training session. If you need another copy of the instructions, contact: authorized.signatory@flydenver.com
- STEP 5 Ensure your required insurance remains in full force and effect, providing updated COIs for each renewing policy referenced in advance of your policy expiration date(s) via email to DENCOI@flydenver.com. **If at any time, your insurance is cancelled, nonrenewed or fails to continue to meet DEN requirements your RFID tags will be deactivated.**

If you have any questions about the DEN insurance requirements, please send a message to DENCOI@flydenver.com and we will respond to you as soon as possible. Thank you!





AIRPORT SECURITY PHONE NUMBERS

BADGING OFFICE	
WEEKENDS, HOLIDAYS AND AFTER BUSINESS HOURS (TO REPORT LOST, STOLEN OR TO CANCEL AN AIRPORT ID BADGE)	(303) 342-4210
AIRPORT SECURITY OFFICE FAX	(303) 342-4319
AUTHORIZED SIGNATORY SCHEDULING FOR ALL COMPANIES	(303) 342-4300
AIRPORT SECURITY STAFF	
NEW COMPANY PARTICIPANT MEETINGS: KELLY BENNETT (kelly.bennett@flydenver.com)	(303)342-4329
BACKGROUND CHECK PROCESSING: JENNIFER VUKOTICH (jennifer.vukotich@flydenver.com)	(303) 342-4305
BACKGROUND CHECK PROCESSING: CYNTHIA TRUJILLO (cynthia.trujillo@flydenver.com)	(303) 342-4313
RFID PROGRAM and BILLING : ANGELA DUKES (angela.dukes@flydenver.com , DEN.RFID@flydenver.com)	(303) 342-4308
AIRPORT ID BADGE AUDIT: SCOTT FEUERSTEIN (scott.feuerstein@flydenver.com)	(303) 342-4395
ACCESS CHANGE FORMS/ ACCESS ISSUES: SARAH MARES (sarah.mares@flydenver.com , security.access@flydenver.com)	(303) 342-4337
SPONSORSHIP AGREEMENTS: INEZ MARTINEZ (inez.martinez@flydenver.com)	(303) 342-4504
SECURITY KEYS : AIRPORT SECURITY (denlockshop@flydenver.com)	(303) 342-4300



NOTES:

Access Levels and Access Assigned to Company: