



AIRPORT SECURITY AUTHORIZED SIGNATORY DESIGNATION

COMPANY NAME/DEPT: _____

The following individual(s) are authorized to sign Airport Security Applications and all other Airport Security forms. The responsibilities of an Authorized Signatory are outlined in §20.03 of the Denver Municipal Airport System Rules and Regulations (https://www.flydenver.com/sites/default/files/rules/20_security.pdf). 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 immediately cancelled and returned upon separation of employees from company; and
 - Identify and maintain badge access levels for employees demonstrated only by company need; 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

Please list all active Authorized Signatories for your company. **If you are not listed below, you will be removed as an Authorized Signatory.** All Authorized Signatories are required to provide a signature.

Name	Badge number	Signature	Yes	No
_____	_____	_____		
_____	_____	_____	New?	
_____	_____	_____	New?	
_____	_____	_____	New?	
_____	_____	_____	New?	
_____	_____	_____	New?	

A Senior Company Manager must be able to demonstrate authority for the provision of a qualified Authorized Signatory. Authorized Signatory(s) must be given the appropriate level of support and company employment information access in order to fulfill all of the duties listed above. The Senior Company Manager can also be an Authorized Signatory if applicable.

_____	_____	_____	Airport Security Approval
Senior Company Manager	Signature	Date	

_____	_____	_____
Phone#	Email address	Company Address

Return completed form to inez.martinez@flydenver.com or fax to 303-342-4319, dropping at either Badging Office locations, or mail to: Denver International Airport Attn: Airport Security 8500 Pena Blvd Room 451 Denver, CO 80249