



# DEN AIRPORT SECURITY KEY USER AGREEMENT

### Applicant Instructions:

- Fill out "Employee Section" and sign.

### Authorized Signatory Instructions:

- Complete "Employer Section" and sign.

Once complete, this form may be scanned and submitted via email to: [DENLockshop@flydenver.com](mailto:DENLockshop@flydenver.com) or delivered in person to the Airport Security Main Badging Office on Concourse A. **Incomplete forms will not be processed.**

Please allow up to 5 business days for all orders to be complete. Authorized Signatories along with applicant will be notified via email when keys are ready to be picked up from the Airport Office Building (AOB).

- New DEN badge holders must pick up keys within 30 days of the ready notification.
- Existing DEN badge holders must pick up keys within 10 days of ready notification.

### EMPLOYEE SECTION (PLEASE PRINT):

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LAST NAME (LEGAL)	FIRST NAME (LEGAL)	UPID #

COMPANY/DEPARTMENT	EMAIL ADDRESS

### My signature below certifies:

- I understand, acknowledge and agree that committing a Critical "Big 6" Security Violation may result in the immediate revocation of my DEN Airport ID badge and/or key(s).
  - As stated in DEN Rule 20.04-16, No Airport ID badge holder shall perform any of the following acts:
    - Loaning (or borrowing) the Airport ID badge or **airport key** to anyone under any circumstances
    - Leaving doors or gates open that could be a Secured or Sterile access route for unauthorized individuals
    - Bypassing the security system, passing back a key or providing access to unauthorized individuals (including making unauthorized copies of issued keys)
- I agree to return the key(s) to Airport Security immediately if I am transferred, leave the airport work force or no longer need the key.
- **Lost/Stolen keys:** I agree that if my key is lost or stolen, I will report it to Airport Security immediately by calling (303) 342-4300 and notifying the DEN Lock Shop at [DENLockshop@flydenver.com](mailto:DENLockshop@flydenver.com)

APPLICANT SIGNATURE (LEGAL NAME)	DATE

### EMPLOYER SECTION (PLEASE PRINT):

I understand if the key(s) are lost or stolen, the DEN Rules and Regulations requires that any locks that are actuated by the key must be immediately changed and keys reissued. In this event, \_\_\_\_\_ agrees to take responsibility for any administration fees, labor and material costs associated with the replacement of the locks. I understand that upon termination of employee, the key will be returned to Airport Security immediately. **I also understand that the keys are NOT to be transferred and I will NOT transfer any keys to another employee.** I understand that I must comply with Airport Security Key Audits and failure to comply will result in a violation of DEN's Rules and Regulations

City Project Manager Name, number, and email address \_\_\_\_\_

Name of Key(s) requested: \_\_\_\_\_

Justification for key(s): \_\_\_\_\_

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PRINT AUTHORIZED SIGNATORY NAME	SIGNATURE	EMAIL ADDRESS/PHONE NUMBER

### AIRPORT SECURITY SECTION

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Keyholder UPID \_\_\_\_\_ REGULATORY KEY \_\_\_\_\_ Yes \_\_\_\_\_ No

Key(s) issued \_\_\_\_\_ DATE \_\_\_\_\_