ADDITIONAL ACCESS REQUEST FORM

MUST BE COMPLETED BY A VALID AUTHORIZED SIGNATORY

BADGEHOLDER ACCESS REQUEST (PLEASE TYPE OR WRITE LEGIBLY - CANNOT BOTH TYPE AND WRITE ON FORM)

BADGEHOLDER NAME	
BADGE NUMBER	
DATE OF REQUEST	
COMPANY/ORGANIZATION	
REQUESTED DOOR(S)/GATE(S)	
JUSTIFICATION FOR ACCESS REQUEST (MUST HAVE A VALID NEED)	

AUTHORIZED SIGNATORY APPROVAL

_____ _____ _____

Authorized Signatory (Please Print) Authorized Signatory's Signature Date

AIRPORT SECURITY COORDINATOR

☐ APPROVED ☐ NOT APPROVED

_____ _____

ASC/Alternate ASC's Signature Date

BNA IDENTIFICATION OFFICE ADMINISTRATION USE ONLY

VERIFY AUTHORIZED SIGNATORY APPROVAL ☐

VERIFY AIRPORT SECURITY COORDINATOR APPROVAL ☐

ADD REQUESTED ACCESS TO BADGE ON PROWATCH SYSTEM ☐

NOTIFY AUTHORIZED SIGNATORY ☐

FILE PAPERWORK ☐

TRUSTED AGENT _____ **DATE OF AUDIT** _____