City of Chicago Department of Aviation
Multiple Access Code
CHANGE FORM

INSTRUCTIONS: **This application must be printed in ink or typed**

Airport Tenant
- Complete Sections 1, 2, 3, & 4 for Employees.
- Complete Sections 3 and 5 for Sub Tenants, Contractors or Vendors.

Employer
- Complete Sections 1, 2, & 4.
- Contractor and Vendor Employers obtain approval from Airport Tenant.

1. Company Name DOA Processed By: _____

Effective Date of Change MONTH / DAY / YEAR

2. To be completed by Employer

3. To be completed by Airport Tenant only.

Employee Last Name	First Name	Middle Initial	Social Security Number	Current Badge #	ADD Access Area Codes	Access Time Codes	DELETE Access Area Codes	Access Time Codes
			- -					
			- -					
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4. To be completed by Employer

This area must be completed and signed *by the employer* completing Section #2 above.

As a duly authorized officer or empowered official of the firm employing these individuals, I am requesting that these changes be made, and I certify that their character references and employment history for the past five years have been verified in accordance with FAR 107 or 108. I further certify that the firm I represent assumes responsibility for all fines or other penalties imposed by the FAA upon the City of Chicago's Department of Aviation for any Violation of FAR 107 or 108 by these applicants.

Authorized Signature ▶ Date of Signature / /

Please print signed name Phone # (Area Code)

5. To be completed by Airport Tenant only

Contractor or Vendor verification

Authorized Tenant Signature ▶

Please print signed name

Tenant Company

Phone # (Area Code)

☐ Signatures Verified at ID Badge Office ☐ Access Codes Verified at ID Badge Office ☐ Public Safety Badge DOA signature required: _____

01/24/92

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