

# 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**

**2. To be completed by Employer**

**3. To be completed by Airport Tenant only**

Employee Last Name	First Name	Middle Initial	Current Badge #	ADD Access Area Codes	DELETE Access Area Codes

**4. To be completed by authorized employee signatory**

**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 certify that their character references and employment history for the past five years have been verified in accordance with FAR 10 further certify that the firm I represent assumes responsibility for all fines or other penalties imposed by the FAA upon the City of Department of Aviation for any Violation of FAR 107 or 108 by these applicants.

**Authorized Signature** \_\_\_\_\_ **Date of signature** \_\_\_\_/\_\_\_\_/\_\_\_\_

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Please print signed name	Phone #

**5. To be completed by Airport Tenant only**

**Contractor or Vendor verification**

Authorized Tenant signature

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Please print signed name

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Tenant Company

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Phone# \_\_\_\_\_ (Area Code)