



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 / Company Code

2. To be completed by Employer

3. To be completed by Airport Tenant or Tenant Authorizing Access Control Codes.

Employee Last Name	First Name	Middle Initial	Badge #	ADD (Access Area Codes) <small>CDA Staff Initials & Date Entered</small>	DELETE (Access Area Codes) <small>CDA Staff Initials & Date Entered</small>

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.

Print Full Name	Badge Number
Authorized Signature	Date
Phone # (Area Code)	

5. To be completed by Authorized Airport Tenant or Tenant Authorizing Access Control Codes.

Contractor or Vendor Verification

Company Name / Company Code

Print Full Name	Badge Number
Authorized Signature	Date
Phone # (Area Code)	

WARNING: THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTY OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE IS GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.

FORM REJECTED REASON _____ CDA Staff Initials _____ Date Rejected _____