

Authorization for Keys

KEY APPLICANT

Last Name	First Name	Middle Name/Initial
Employee Number	Badge Number	Badge Expiration Date
Company Name	Daytime Telephone Number	Email Address
Contract Number (if applicable)	_____ to _____ Contract Duration Dates	Driver's License No./State
_____ New Key(s)	_____ Replacement for Lost, Stolen or Damaged Key(s)	

KEY REQUEST

Location of Lock Core	Lock Core Number	Key Number Issued (For Office Use Only)

*Additional key requests must be listed on page 3 of this form.

Justification: _____

*Grand Master keys, Intellikeys, keys to high security areas, and Core Keys require DFW Board DPS Badge Sponsor approval.

By signing below, the Key Applicant agrees to abide by the Rules on page 2 of this form.

Key Applicant Signature: _____ Date: _____

Applicant's Supervisor Signature: _____ Date: _____

BOARD DEPARTMENT SPONSORING KEY APPLICANT

Board Department	Board Employee Name	Job Title
Telephone Number	Email Address	
Signature of Board Employee sponsoring Key Applicant: _____		
Date of Signature: _____		

Board Badge Sponsor Name: _____ Sponsor Code: _____

Board Badge Sponsor Signature: _____ Date of Signature: _____

Board DPS Badge Sponsor Signature: _____ Date: _____

*Required for Grand Master keys, keys to high security areas, and Core Keys

Return applications for keys to the Access Control Office in Terminal D, Room D22L352.

Office Use Only

Issuing Entity: _____ Date Received: _____

Issued by: _____ Date Issued: _____

Receipt Number: _____

Authorization for Keys

RULES

1. Keys issued by the DFW International Airport Board (Board) or its agents remain the property of the Board and the authority to reproduce and issue keys and lock cores lies solely with the Board.
2. Keys are issued to individuals and are non-transferable and unauthorized reproduction is not permitted.
3. Keys to a SIDA or AOA gate are electronic and will not be issued to anyone not in possession of a valid, unexpired SIDA badge. Electronic keys automatically expire on the same date that the key holder's SIDA badge expires. All business involving SIDA/AOA keys must be transacted in the Access Control Office.
4. Key holders, or key holder's employer, shall immediately notify the key issuing entity when a key is lost , stolen, is not returned when a key holder terminates employment, or when a key holder transfers to a position that no longer requires the key.
 - a. For keys issued by the Access Control Office, send email notification to aco@dfwairport.com.
 - b. For keys issued by Energy Transportation and Asset Management or Board Contractor, send email notification to etamlocksmith@dfwairport.com.
5. Each key is coded with a unique serial number for tracking and accountability purposes. Key holders shall not mark a key with a lock core number in any way.
6. Lock cores are allocated to specific Board Departments and lock core changes require approval of the department senior vice president, vice president or assistant vice president and authorized Board badge sponsor of the department to which the lock core series is assigned. If the senior vice president, vice president, or assistant vice president is also an authorized badge sponsor, he/she may approve and sign the *Authorization for Lock Cores* form as both the Board Department Sponsor of the Lock Core Applicant and as the DFW Board Badge Sponsor.
7. Lock cores will not be installed or changed without a completed *Authorization for Lock Cores* form.
8. Fees to replace lost or stolen keys shall be charged in accordance with the Board's Schedule of Charges, as may be amended from time to time.
9. Contracts will not be closed until all keys are returned to the key issuing entity.
10. Keys must be issued within 30 days of the date the form is signed by the authorized Board badge sponsor.
11. Failure to comply with these rules may result in the loss of access privileges. For a review of the entire policy, please see the Board's Key and Lock Core Control policy.
12. Your signature on the *Authorization for Keys* or the *Authorization for Lock Cores* forms indicates that you agree to abide by the Rules listed above in numbers 1 through 11.

For questions regarding keys to Airport Board facilities, Grand Master keys, Intellikeys, keys to high security areas, and Core keys, contact:

Access Control Office, Terminal D, Departure Level, Room D22L352
Phone: 972 973 5100
Fax: 972 973 5113
Email: aco@dfwairport.com

For questions regarding all other keys and all lock cores, contact:

DFW Energy Transportation and Asset Management
Locksmith Shop
Phone: 972 973 6221
Email: etamlocksmith@dfwairport.com

