

## Instructions for completing the DFW Airport Sponsorship Form:

The Sponsorship Form is a three-page form. Please read all pages of the form to ensure that you fill in all fields completely.

The form is in PDF format, and information can be entered right on the form. All fields must be filled in with the requested information. Incomplete forms may result in a delay or denial of the request. **Please allow 48 hours for action on the request.** Access DFW will email the new company contacts listed above with a determination of the request.

Once you have completed the form, email it and your contract or sponsorship request letter to:  
[SignatoryAccess@dfwairport.com](mailto:SignatoryAccess@dfwairport.com).

## Instructions for Fields on the Form:

Sponsoring Organization Information: This is the DFW Board department or existing company already established at DFW Airport who is sponsoring or “introducing” the new company to the Airport. Provide the name and contact information for the Authorized Signatory of the Sponsoring Organization.

New Company Information: This is the new company that is requesting badging privileges at DFW Airport.

List all Corporations and DBAs: Provide all names the company does business under. DBA = “Doing Business As”

Contract Number: Provide the contract number from the contract with the Sponsoring Organization. If there is no contract, a purchase order or sponsorship request letter may be provided.

Full Name of Authorized Signatory (in New Company section): Name and contact information for the person who will be the first AS for the new company.

Driving Privileges Needed: Indicate whether your badge holders will require access to operate ground vehicles in the Air Operations Area.

Other Privileges Needed: Indicate whether the new company will need the option to assign Escort, Customs, or both to their badge holders.

Job Title: List the new company’s job titles and indicate for each job title whether it will require Escort, Customs, and/or Driving privileges.

New Company Representative Name/Title/Signature: The representative of the new company. A signature is required. If they have an electronic signature, they can insert it here.

Sponsoring Company Authorized Signatory Signature: AS of the Sponsoring Company (not the person who will become the new company’s AS). A signature is required. If you have an electronic signature, you can insert it here.

## Sponsorship Form

**This form must be filled out and submitted to Access DFW by an Authorized Signatory for the Sponsoring Company. Please note that if any of the information provided on this form changes, a new form must be completed and submitted to Access DFW.**

**Please review the instructions on page 1 for additional information on how to complete this form.**

### Sponsoring Organization Information

|                                    |         |        |
|------------------------------------|---------|--------|
| Sponsoring Organization Name:      |         |        |
| Full Name of Authorized Signatory: |         |        |
| Business Number:                   | Mobile: | Email: |

### New Company Information

|   |                      |                    |
|---|----------------------|--------------------|
| Legal Name of New Company (Company Name):           |                      |                    |
| List all Departments (if applicable):               |                      |                    |
| List all Corporations and DBAs (Doing Business As): |                      |                    |
| DFW Contract Number:                                | Contract Start Date: | Contract End Date: |
| Mailing Address:                                    |                      |                    |
| City:   | State:               | Zip Code:          |
| Full Name of Primary Contact:                       |                      | Job Title:         |
| Business Number:                                    | Mobile:              | Email:             |
| Full Name of Designated Authorized Signatory:       |                      | Job Title:         |
| Business Number:                                    | Mobile:              | Email:             |

**Select New Company Type**

|                   |   |
|-------------------|---|
| Airline           | Airline Contractor                        |
| Concessionaire    | Concessionaire Contractor/Vendor Delivery |
| DFW Board         | DFW Board Contractor                      |
| Government Agency | Government Agency Contractor              |

**New Company Access Requirements**

|                                |          |         |          |            |         |
|--------------------------------|----------|---------|----------|------------|---------|
| Badge Types Needed by Company: | AOA/SIDA | Sterile | Public   |            |         |
| Estimated Number of Badges:    |          |         |          |            |         |
| Access Area Needed:            | Portal   | Ramp    | Terminal | Jet Bridge |         |
| Driving Privileges Needed?     | Yes      | No      |          |            |         |
| AOA Permits Needed?            | Yes      | No      |          |            |         |
| Other Privileges Needed:       | Escort   | Customs | Both     |            |         |
| Job Title 1:                   |          |         | Escort   | Customs    | Driving |
| Job Title 2:                   |          |         | Escort   | Customs    | Driving |
| Job Title 3:                   |          |         | Escort   | Customs    | Driving |
| Job Title 4:                   |          |         | Escort   | Customs    | Driving |
| Job Title 5:                   |          |         | Escort   | Customs    | Driving |
| Job Title 6:                   |          |         | Escort   | Customs    | Driving |

**Access DFW Corporate Credit Card Program**

Companies may place a corporate credit card on file with Access DFW to pay for new and renewal badge fees and AOA vehicle access permit fees. If a corporate credit card is not placed on file, individual employees will be required to pay the new and renewal badge fees and the AOA vehicle access permit fees using a personal credit card or a branded debit card. The list of fees for Access DFW's services is listed in the DFW Airport Board Schedule of Charges, as may be amended from time to time, which can be found on the DFW Airport website at <https://www.dfwairport.com/about/financials>. The Access DFW fees are listed in the Public Safety Medical & Service Charges section and in the Payments and Credit Arrangements section.

Yes, please send the Primary Contact the email from [IRMS-Prod@dfwairport.com](mailto:IRMS-Prod@dfwairport.com) to enroll in the corporate credit card program.

No, we do not wish to enroll in the corporate credit card program and will inform our employees that they will be expected to pay the badge fees using a personal credit card.

**Access DFW Billing**

Companies are required to notify Access DFW immediately when an employee no longer requires access or when a badge is lost or stolen. Access DFW will deactivate the badge upon receipt of the notification and the company has five (5) business days to obtain the badge and return it to Access DFW or the company will be billed for the non-returned badge in accordance with the DFW Airport Board Schedule of Charges, as may be amended from time to time.

If a badge needs to be deactivated outside of Access DFW normal business hours, an authorized company representative should call 972 973 3210 and ask to speak to the on-duty DPS Police Supervisor.

**Signatures**

|  |                                       |
|--|---------------------------------------|
| New Company Representative Name/Title:             | New Company Representative Signature: |
| Sponsoring Company Authorized Signatory Signature: |                                       |
| Request Date:                                      |                                       |