

**DFW Airport Department of Public Safety
Appeal Instructions for Badge Applicant Denials Based Upon
Disqualification**

You may appeal the decision to deny your badge application based upon disqualification. If you wish to file an appeal, you must follow the guidelines below.

1. Your appeal must be submitted in writing to the Airport Security Coordinator's (ASC) designated representative via email at ASC@dfwairport.com
2. Your appeal request must be submitted within ten (10) business days from the date you received the notice of your badge application denial.
3. Your written appeal should contain the facts, mitigating circumstances or other information you would like the ASC's designated representative to consider in the decision process.
4. The ASC's designated representative will render a written decision to you, your Authorized Signatory (AS) via email within fifteen (15) business days from the date the ASC's designated representative received your written request to appeal.
5. If the decision of the ASC's designated representative is to uphold your badge application denial, you must surrender your badge, if applicable, to Access DFW (Badge Office) immediately, but not later than ten (10) business days from the date the appeal is sent by the ASC's designated representative, and you will be placed on the Do Not Escort list.
6. The decision of the ASC's designated representative is final.