

High Security Keys & Intellikeys Application

- Use this application to request high security keys and Intellikeys. *For all lock cores, and keys other than high security and Intellikeys, please contact ETAM BSA at etambsakeys@dfwairport.com.*
- 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 lies solely with the Board.
- As the Authorized Signatory, you are responsible for maintaining records on access media issued to your employees. It is your responsibility to notify Access DFW no later than 30 days prior to the end of your contract, and to ensure that all Airport access media has been returned. The regulations that apply to badge issuance and recovery cover all airport access media, and non-compliance will result in the same penalties.
- Contracts will not be closed until all keys are returned to the key issuing entity.
- Keys are issued to individuals and are non-transferable and unauthorized reproduction is not permitted.
- Keys to a SIDA or AOA gate are electronic and will not be issued to anyone not in possession of a valid, SIDA badge. Electronic keys automatically expire on the same date that key holder's SIDA badge expires. All business involving SIDA/AOA keys must be transacted at Access DFW.
- Key holders, or key holder's employer, must immediately notify Access DFW when a key is lost, stolen, or not returned when a key holder terminates employment, or when a key holder transfers to a position that no longer requires the key. Complete a Genie and Key Suspension Request Form, send it to accessdfw@dfwairport.com, and return all keys when no longer required.
- 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.
- Once the Key Application is submitted to Access DFW, it will be reviewed by DPS for approval or denial. Missing or incomplete information on Key Applications may cause the application to be delayed or denied. Please allow five (5) business days for Key Applications to be processed.
- 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.
- Applications must be submitted to Access DFW within 30 days of the date the form is signed by the Authorized Signatory.
- If keys are not picked up within 30 calendar days of issuance, they will be returned to inventory and a new application must be submitted.
- 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.
- Your signature on this application indicates that you agree to abide by the Rules listed above.

Submit applications and questions regarding high security keys and Intellikeys to:

Department of Public Safety | Access DFW
Terminal D, Departure Level, Room D22L352
Phone: 972 973 5100 Fax: 972 973 5113
Email: accessdfw@dfwairport.com

Applicant Information

Full Legal Name	Airport Board Department/Company Name		
Phone Number	Email		
Badge Number	Driver License Number	State	
Contract Number (if applicable)	Contract Duration		

Indicate request type

New	Replacement
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Requests *(Additional requests may be listed on page 3 of this form)*

Location of Lock Core	Lock Core Number	Key Number Issued <i>(For Office Use Only)</i>

Justification for Request

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By signing below, Applicant and Authorized Signatory agree to abide by the rules on page 1 of this form

Applicant Signature	Date
Authorized Signatory Name	Airport Board Department/Company Name
Phone Number	Email
Authorized Signatory Signature	Date

DPS & Access DFW Use Only

DPS Approver Signature		Date	
Access DFW Approver	Issued by	Date Received	
Issued by	Receipt Number	Device Number	Date Issued

