



ESCORT AUTHORITY REQUEST FORM

Authorized Signatories must justify all escort authority requests for applicants with SIDA Identification media badges by completing this form. Applicant must meet all criteria as described and submit this request to the San José Airport Badging office.

SECTION I: Applicant Information –

Applicant Badge Number: _____ Date: _____

Applicant Name: _____
Last Name First Name

SECTION II: To Be Completed by the Authorized Signatory –

1. Is the applicant currently in the role of one of the following: Supervisor, Manager, Lead, or Trainer? Yes No
2. The employee has NOT received any security strikes within the last 6 months? Yes No
3. Has the applicant passed their 6 month probationary badge period? Yes No

If you have marked no to any of the questions listed above, please attach a justification on company letterhead, stating why the applicant still requires escort authority.

As an Authorized Signatory on file with the San José International Airport, I certify that the above named applicant has a need to obtain escorting privileges. It is the Tenant Manager's responsibility to immediately remove the "ESCORT" decal from the ID badge of the above named applicant upon notification that the applicant no longer has an operational need to escort.

Company/Tenant: _____
Authorized Signatory (Please Sign): _____
Please Print Name of Auth Signatory: _____ Date: _____
Phone Number: _____

For Badging Office Use Only:

ESCORT AUTHORITY: APPROVED DENIED

REASON FOR DENIAL: _____
(IF APPLICABLE)

Applicant Criteria for Escort Authority:

- Employee has a SIDA Badge
- Employee has an operational need to conduct Escorts
- Employee does not have any security violations within the last 6 months
- Employee has passed the required 6 month probationary period
- Tenant has not exceeded the maximum % allowed for escorting authority

Approved By: _____ Date: _____

Signature of Approver: _____