

Phoenix-Mesa Gateway Airport
5803 S. Sossaman Rd
Mesa, AZ 85212
Phone: 480-988-7600

Airport Office Use	
Rcvd: ____/____/____	Req. # _____
Keystone Entry: ____/____/____	

AIRPORT KEY APPLICATION

- The Company/Tenant Authorized Representative who is responsible for signing Airport Key applications must review and sign this form PRIOR to submitting it to the Airport Badging Office. **Only the original, signed application will be accepted.**
- The Authorized Representative signing and requesting issuance of the Airport Key is responsible for monitoring the use of that Key. **KEYS ARE ISSUED TO INDIVIDUALS AND CANNOT BE LOANED TO OTHERS.** Keys are the property of the Airport and must be surrendered upon request.
- **The Company/Tenant CANNOT reissue keys to new employees. The Airport Badging Office must issue all keys.** The Company/Tenant and the Authorized Representative are responsible for retrieving the key from terminated employees and immediately returning them to the Airport Badging Office.
- Companies are aware that any lost, stolen, or damaged Airport key shall be reported to the Airport Badging Office immediately. Unreturned keys are subject to a Replacement/Security fee of no less than \$50 for facility keys, and \$500 for security keys.
- **Key applicants MUST present a government issued photo ID to obtain their key.**

APPLICANT INFORMATION

Full Legal Name: _____
Last First Middle

Resident Address (No P.O. Box): _____
Address (No P.O. Box) City State Zip Code

Telephone (home/pager/cell): Primary _____ Secondary: _____ Email _____

KEY INFORMATION COMPLETED BY COMPANY PRINCIPAL CERTIFICATION (SIGNING BLANK APPLICATIONS IS STRICTLY PROHIBITED)

Reason for Airport Key: Initial Replacement - Reason: _____

Other: _____

Company Name: _____ Office Telephone: _____ - _____ - _____

Authorized Representative Name (print) _____ Authorized Signature _____ Date: ____ / ____ / ____

Request the following keys: (key number on key) _____

Request keys for the following doors/gate: (door/gate number) _____

AIRPORT USE ONLY

Verified by (Airport Staff): _____ Date: ____/____/____

Reviewed by ASC or Designee: _____ Date: ____/____/____ Approved / Denied

Key Number(s): _____

Types of ID: (1 – Gvmt issued photo ID) _____ Expiration Date: ____/____/____

Issued By: _____ Date: ____/____/____

KEY RETURN

Key Returned? Yes No Rcvd By: _____ Date: ____/____/____ Keystone Entry: ____/____/____

AIRPORT SECURITY AGREEMENT

By reviewing and signing this agreement, I acknowledge that:

- I am required to comply with the PMGAA Airport Security Program, the PMGAA Airport Rules & Regulations, and all applicable federal/state/local regulations, security directives, etc.
- I am responsible for my key. If I lose, misplace, or have my key stolen, etc., I am required to immediately notify Airport Operations at (480) 988-7570. All associated fees for replaced will be the key holder's responsibility.
- I understand unreturned keys are subject to a Replacement/Security fee of no less than \$50 for facility keys, and \$500 for security keys.
- I am required to challenge and report any individual who is not displaying proper ID within the airport restricted areas. I will report unauthorized persons or suspicious activity to Airport Operations at 480-988-7570 or to 911, if there is an emergency condition that exists such as an immediate threat to life, a crime in progress, etc.
- I am required to comply with escorting procedures and keep all escorted personnel within my verbal and visual control.
- All airport issued keys are the property of Phoenix-Mesa Gateway Airport Authority. My key shall be returned to the Badging office at the conclusion of my need for access (Such as separating from an employer, project completion, or key expiration). Further, I am required to surrender my key to Airport Operations or the Mesa Police Department, when requested to do so.
- **SCREENING NOTICE:** Any employee holding a security media granting access to a Security Identification Display Area may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area. Aviation workers are subject to screening for unauthorized weapons, explosives, and incendiaries. Non-compliance with PMGAA aviation worker screening may result in penalties, which may include confiscation of your PMGAA-issued security media and/or revocation of unescorted access authority.

Airport Security Agreement – Applicant Acknowledgement

By signing below, I acknowledge the roles and responsibilities of being issued airport security media under 49 CFR 1540.105(a) and will abide by 49 CFR 1540 & 1542, the Airport Security Program, and any other applicable laws, rules, regulations, security directives, etc.

→ **Key Received By:** _____ **Date:** ____ / ____ / ____