

## **UNBADGED INDIVIDUALS NEEDING ENTRY TO DENVER INTERNATIONAL AIRPORT**

*The City and County of Denver (CCD) is the “Airport Operator” of Denver International Airport (DIA) and is regulated under Part 1542 of the Code of Federal Regulations. Under Transportation Security Administration (TSA) regulations and CCD rules, individuals “regularly” working at DIA in any capacity must obtain an Airport ID badge. Airport Security has limited the amount of times an individual can obtain access into the Secured and Sterile Areas to ensure that companies/individuals are not circumventing the Airport Security Program (ASP). Companies and/or individuals who have a “demonstrated business need” to access areas at DIA to conduct official airport business for a “limited” time may utilize one of the following procedures:*

### **SECURED AREA ACCESS:**

Unbadged individuals must be escorted into the Secured Area through a City & County of Denver controlled Guard Gate (Gates 1, 2, 4, 5, 6, 7 & 9), Terminal Elevator TE-60 (Mod 1 West, Level 3), Perimeter Facility Escorting Portal, or via an approved Secured Area Access Portal following established DIA escorting protocols. Unbadged individuals are limited to being escorted five (5) times and will be denied escorted access into the Secured Area once that number is exceeded. Any exception to this policy requires approval from the on-call Airport Security Coordinator (ASC). For Denver Fire Department (DFD) ARFF 1 Door, DFD must follow establishing escorting protocols as dictated in Airport Security Operating Instruction 30-13.

### **STERILE AREA ACCESS:**

The Visitor Airport ID badge (e.g., Pink Visitor Badge) Program is approved by the TSA, and is primarily used by DIA to allow new employees of the airport to gain access to the Airport Security department’s Main Badging Office (MBO), located on Concourse A, for fingerprinting and Airport ID badging appointments. Since this office is located in the Sterile Area, access is obtained through one of the three (3) TSA Security Screening Checkpoints. Once the individual successfully completes the screening process at one of the TSA Security Screening Checkpoints, they do not need to be escorted while in the Sterile Area.

Companies/departments requesting access to the Sterile Area by any other type of unbadged individual must submit a request and be pre-approved by the on-call ASC. Unbadged individuals must be conducting “official airport business,” are limited to the issuance of five (5) Pink Visitor badges, and will be denied access into the Sterile Area once that number is reached. Any exception to this policy requires approval from the on-call ASC.

Pink Visitor Badges are only issued at the Airport Office Building (AOB) Reception Area which is adjacent to the A-Bridge TSA Security Screening Checkpoint. The AOB Reception Area is open 6:00 AM to 6:00 PM – Monday through Friday (except holidays), and special arrangements must be pre-coordinated with the on-call ASC to have a Pink Visitor Badge issued during off-hours or on weekends.

NOTE: Air-Carriers who are defined by the TSA as “Aircraft Operators” are regulated under Part 1544 of the Code of Federal Regulations, and they will issue their own “demonstrated needs pass” based on their company policies to unbadged individuals requiring access to the Sterile Area.

**NOTE: TO CONDUCT AN ESCORT, THE EMPLOYEE MUST HAVE AN AIRPORT ID BADGE THAT ALLOWS ESCORTING.**

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### FREQUENTLY ASKED QUESTIONS (FAQs):

#### ***WHY IS AN UNBADGED INDIVIDUAL ONLY ALLOWED FIVE VISITS?***

Airport Security has the regulatory enforcement responsibility for ensuring that DIA remains in compliance with all TSA Regulations and Security Directives, as well as with the ASP. Individuals who “regularly” (in excess of 5 visits) access areas at DIA to perform work are deemed to be “working at DIA” and are required to complete the necessary background checks to be issued an Airport ID badge.

#### ***MY COMPANY DOES BUSINESS WITH A VENDOR THAT CHECKS OUR FIRE EXTINGUISHERS EVERY OTHER MONTH. WHY CAN'T I JUST ESCORT THEM?***

All Vendors and Contractors performing “regular” services at DIA are required to be active participants in the ASP. Established companies/departments with “standing” at DIA must submit a Participant Sponsorship Form to Airport Security indicating that they officially recognize the business relationship they have with any new company. Vendors and Contractors may be “sponsored” by multiple companies at DIA. To become an active Participant please contact Airport Security at 303-342-4300 or 303-342-4307 for your company specifics.

#### ***HOW DO I ESCORT A VISITOR THROUGH A GUARD GATE?***

An unbadged individual being escorted into the Secured Area must have a demonstrated business need, be escorted by an active Airport ID badge holder with escort authority and access to the guard gate they are using, and must have a government-issued photo ID in their possession. The Contract Security guard at the gate will enter the unbadged individual’s full legal name, date of birth, and government-issued ID number into the DIA Escort Database System along with information about the employee providing the escort.

#### ***MY EMPLOYEE FORGOT HIS BADGE AT HOME. CAN I GET A PINK VISITOR BADGE FOR HIM SO HE CAN WORK HIS SHIFT ON CONCOURSE C?***

Employees who have an active Airport ID badge **cannot** be issued a Pink Visitor Badge for access to the Sterile Area; instead the employee must go home and get their Airport ID Badge per Denver Municipal Airport System Rules and Regulations. Additionally, an employee who forgot their Airport ID badge may not be escorted through a guard gate into the Secured Area.

#### ***I WORK PART-TIME OR SEASONALLY AND HAVE AN AIRPORT ID BADGE, BUT I NEED ESCORTED ACCESS FOR A DIFFERENT COMPANY. WHAT SHOULD I DO?***

The Contract Security guard will contact the Communications Center, who will then get in contact with the on-call ASC. The on-call ASC will determine if an individual will be allowed or denied access and will advise the Communications Center, who will then advise the Contract Security guard.

#### ***I AM OBTAINING AN ESTIMATE BY A CONTRACTOR FOR WORK THAT NEEDS TO BE DONE IN BOTH THE SECURED AND STERILE AREAS. HOW SHOULD I DO THIS?***

An unbadged individual that has been issued a Pink Visitor Badge may be escorted into the Secured Area. Similarly, an unbadged individual that has been escorted into the Secured Area can be escorted into the Sterile Area. In both instances, the unbadged individual must be escorted by an Airport ID badge holder with escort authority following established DIA escorting protocols, which include maintaining visual & verbal control at all times with a maximum of a 6:1 (unbadged to badged) escort ratio.

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### ***HOW DO I ESCORT VIA ARFF 1 SECURED AREA PORTAL?***

All requests to escort unbadged individuals via ARFF 1 must go through the ASC Website ([asc@flydenver.com](mailto:asc@flydenver.com)) if the escorted party will not remain within the building footprint. To clear the individuals, the requestor must provide a “demonstrated need” for the visit, as well as a date and time that the escort will take place. To pre-clear the individual the full legal name, date of birth, government-issued ID number/type, the name of the company/organization, and the Airport ID badge holder name and phone number of who will be conducting the escort must be provided to the e-mail address noted above. This information must be sent, forty-eight (48) hours in advance, using Form 30-FM-41 (located at: <http://business.flydenver.com/bizops/tenServices/security/index.asp>). If the request cannot be pre-coordinated due to an extreme circumstance, please notify the Airport Communications Center (303-342-4200) before the escort begins and advise them of the escort. When the escort has concluded, please contact the Airport Communications Center advising that the escort has concluded and the visitor is outside of the Secured Area. Unbadged individuals remaining within the building footprint only need to be logged on the Perimeter Facility Visitor Escort Log (Form 30-FM-38).

### ***CAN I ESCORT A FAMILY MEMBER OR FRIEND TO SEE MY JOB?***

A family member or friend cannot be escorted into the Secured Area or Sterile Area from the Public Area unless there is a “demonstrated business need” to do so. Denver International Airport is required to follow all TSA regulations and Rules and Regulations that govern the Denver Municipal Airport System.

### ***CAN I ESCORT A GROUP OF CHILDREN OR ADULTS FOR A “TOUR?”***

Accommodations can be made if the tour is pre-arranged through the ASC Group. Examples of “tours” that have been approved in the past include Boy Scout troops, and special retirement functions.

### ***WHERE CAN I FIND INFORMATION ABOUT THE DENVER MUNICIPAL AIRPORT SYSTEM RULES AND REGULATIONS?***

The *Denver Municipal Airport System Rules and Regulations* can be found at the [flydenver.com](http://flydenver.com) website.

### ***WHAT ARE THE CONSEQUENCES OF FAILING TO UNDERSTAND THESE RULES AND ALLOWING UNAUTHORIZED INDIVIDUALS INTO THE SECURED AREA?***

Past infractions have led to an employee being issued a Violation Notice and having their Airport ID badge suspended. If observed/caught by TSA Inspectors, an employee may be subject to an investigation and *personally* face civil penalties including fines.

### ***WHO CAN I SPEAK WITH IF I HAVE QUESTIONS ABOUT THE DENVER MUNICIPAL AIRPORT SYSTEM RULES AND REGULATIONS OR DIA’S AIRPORT SECURITY PROGRAM?***

Per TSA regulations, there must be an ASC on duty 24/7. Questions/clarification on the various security rules sets can be directed to the Airport Communications Center Supervisor at 303-342-4020. Ask to speak with the on-call ASC.