

**SECURED AREA ESCORT REQUEST
VIA GUARD GATE, PERIMETER FACILITY ESCORTING PORTAL, OR
TERMINAL ELEVATOR TE-60**

DO NOT USE THIS INFORMATION FLYER FOR REQUEST SUBMISSIONS

Use Form 30-FM-41 – Sterile Area-Secured Area Access Request Form

30-FM-41 is located at: <https://intranet.flydenver.com/servProg/Pages/Security-Badging.aspx>

30-FM-41 is also located at: <http://business.flydenver.com/bizops/tenServices/security/index.asp>

You can also request a copy of 30-FM-41 via e-mail at asc@flydenver.com

Un-badged individuals may be escorted into the Secured Area through a City & County of Denver (CCD) controlled Guard Gate (Gates 1, 2, 4, 5, 6, 7 & 9), approved Perimeter Facility escorting portal, or Terminal Elevator TE-60 (Mod 1 West - Level 3) following established DIA escorting protocols. Un-badged individuals are limited to being escorted five (5) times and will be denied escorted access into the Secured Area once that number is reached. Any exception to this policy requires approval from the on-call Airport Security Coordinator (ASC).

To request “pre-clearance” for an individual, or an exception to the 5-times policy, a written request using Form 30-FM-41 must be submitted via e-mail to the Airport Security Coordinator website listed below and include the following:

1. Company/department making the request: The request must come from a company/department with “standing” at DIA and include the name, **Airport ID badge number**, and contact information (phone & e-mail) of the point of contact.
2. Explain the “demonstrated need:” The request must explain what **airport business** will be performed and why the un-badged individual(s) need to be escorted into the Secured Area.
3. Duration of escort: Include date(s), time(s) and duration.
4. Access portal to be used: Include which Guard Gate (e.g. Gate 5, Gate 7, etc.), Perimeter Facility escorting portal, or Terminal Elevator TE-60.
5. Employee(s) performing escort: List the name(s) **and Airport ID badge number(s)** of the employee(s) who will be performing the escort.
6. List of un-badged individuals: Provide the **full legal names** (no nicknames or aliases), date of birth, government-issued photo identification numbers and state or country of issue, and the company or organization the individual is affiliated with in the following format:

Last Name	First Name	D.O.B	D.L./Passport #	D.L./Passport Expiration Date	State/Country	Company/Organization
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Example:

Smith	Gerald	11/21/1970	11-333-5555	11/21/2017	CO	ABC Drywall
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Submit completed Form 30-FM-41 via e-mail to: asc@flydenver.com

One of the on-call ASCs will review the written request, and they will then communicate back to the requestor via e-mail indicating approval or denial of the request.

PLEASE ALLOW A MINIMUM OF 48 HOURS FOR PROCESSING REQUESTS