

**STERILE AREA REQUEST
VIA TSA SECURITY SCREENING CHECKPOINT**

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

Companies/departments requesting access for un-badged individuals to the Sterile Area must submit a written request and be pre-approved by the on-call Airport Security Coordinator (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. Un-badged individuals must be conducting “official airport business,” are limited to the issuance of a Pink Visitor Badge five (5) times, 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 Airport Security Coordinator (ASC).

To request “pre-clearance” for an individual, or an exception to the five (5) times policy, a written request using **Form 30-FM-41** must be submitted to the ASC e-mail address 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 access into the Sterile Area.
3. Duration of escort: Include date(s), time(s), and duration.
4. List of un-badged individuals: Provide the **full legal names** (no nicknames or aliases), date of birth, government-issued identification numbers with 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