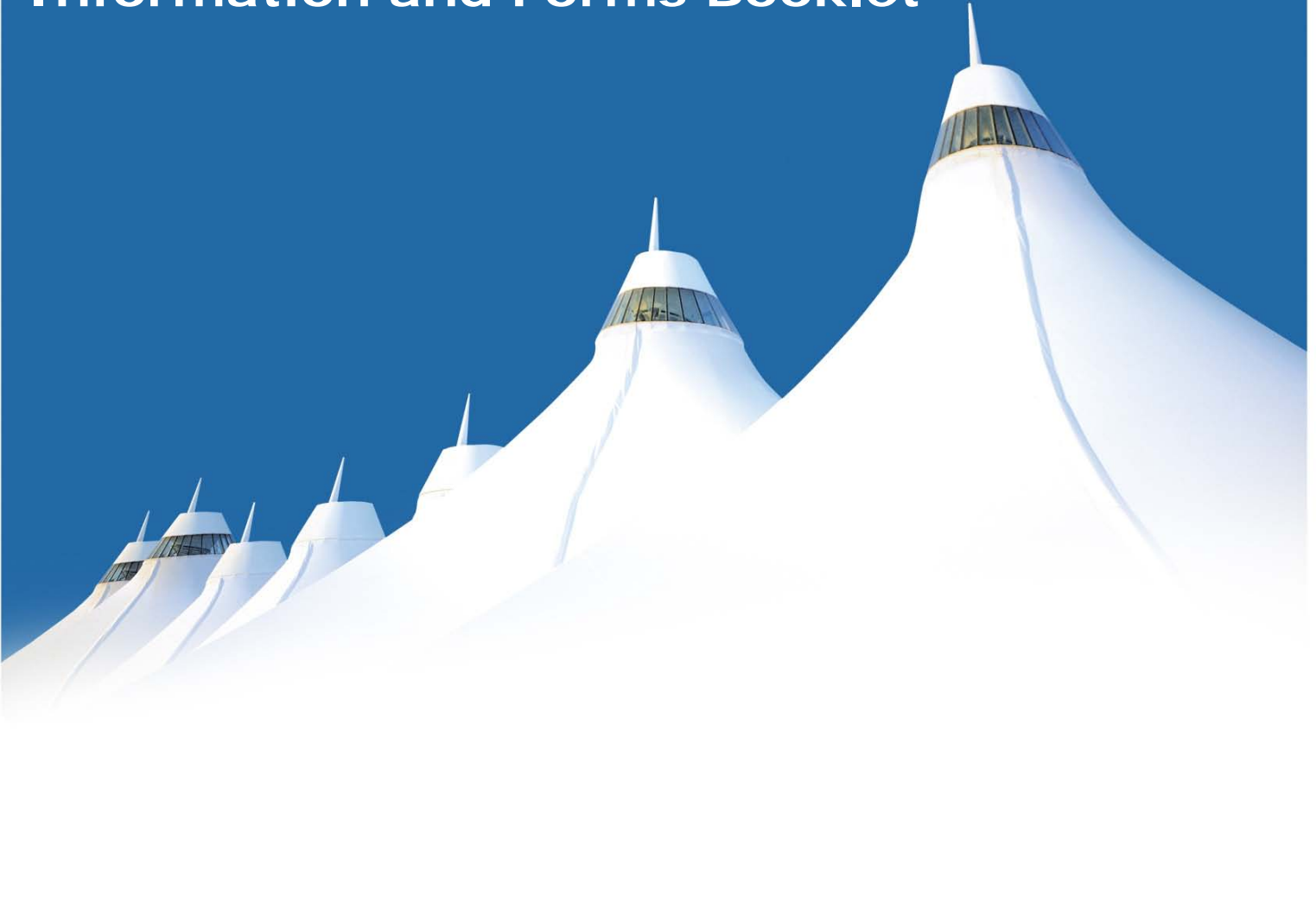


# AIRPORT SECURITY

## Ground Transportation Authorizing Agent Information and Forms Booklet



Last attended class on \_\_\_/\_\_\_/\_\_\_

Renewal Authorizing Agent Training is required within twelve  
(12) months of your previous class date.

Information contained in this booklet is subject to change. The Airport Security Office will share changes and updates through our Airport Security Newsletter. Always feel free to contact the Airport Security Office directly at (303) 342-4307 for any questions you may have.

12/05/2011 WRH

## **Attention Authorizing Agents for Ground Transportation Companies:**

Airport Security will begin conducting fingerprint based Criminal History Record Checks (CHRC) for all Ground Transportation Badge Holders beginning January 3, 2011. Below is a brief summary of the process.

- Independently submitted Colorado Bureau of Investigation or State background checks will no longer be accepted.
- All New GT badges will require a new fingerprint based CHRC (at the company or badge holder's expense)  
This Includes:
  - First time badge holders
  - Badges with additional companies
  - Badges that have expired
- After fingerprinting and computer based training, current/active GT badge holders will be issued their badge.
- The badge will remain active pending the successful completion of the fingerprint based CHRC. If an issue with the CHRC is found, the badge will be suspended until the issue has been resolved.
- Your CURRENT GT badge holders will be fingerprinted at their normal renewal appointment at no charge.
- There will be no change to your badge holder's renewal process other than the taking of fingerprints during the renewal appointment.
- Airport Security will cover the fees associated with this initial fingerprinting for CURRENT badge holders only. New badge holders will have to pay the Fingerprint fee.
- Fingerprint based CHRCs will continue to be evaluated for disqualifying crimes over a five(5) year window prior to the date of the application for an Airport ID Badge.
- Every badge holder is still required to have a cleared Security Threat Assessment (STA) prior to badge issuance.

While Airport Security understands that this will result in additional costs for some of your badge holders, for many, a cost savings will be realized. All new badge holders should experience a reduced processing time for required background checks and badge issuance. The current fee for a fingerprint based CHRC is \$40.00.

Sincerely,  
Airport Security

# **AUTHORIZING AGENT REQUIREMENTS**

All Authorizing Agents must:

- Attend an Authorizing Agent class annually
- Maintain an “active” airport ID badge at all times
  - If your badge is not valid, YOU CANNOT SIGN!
- Remain in good standing with Airport Security Office by:
  - Not signing blank Fingerprinting and Badging Applications
  - Auditing Airport ID badge reports (Quarterly Reports: January, April, July, October)
  - Preventing unauthorized access by reporting all lost, stolen, or terminated airport ID badges immediately
  - Being responsible for training and complying with all Denver Municipal Airport System Rules and Regulations
- Maintain an updated Authorizing Agent Designation Form at all times (a new form must be submitted for any changes)
- Act as the primary Contact for the Airport Security Office
- Read the Airport Security Newsletter

# **AUTHORIZING AGENT FREQUENTLY ASKED QUESTIONS (FAQs)**

## *What is an Authorizing Agent?*

- Authorizing Agents are designated for each company participating in the Airport Security Program. The senior company manager for each company will designate an authorizing agent that will become the key player(s) involved with airport security issues. These responsibilities include overseeing the background check processes, signing applications and forms, requesting badges to be cancelled, as well as training company employees to be compliant with Rules and Regulations Governing the Denver Municipal Airport System.

## *How do I become an Authorizing Agent?*

- To be "active" as an Authorizing Agent, you must first have an "active" airport ID badge, attend the Authorizing Agent class and submit an "Authorizing Agent Designation Form" to the Airport Security Office. Authorizing Agents are required to attend recurrent training every year. To be scheduled for an Authorizing Agent class, please call (303) 342-4307.

## *How many Authorizing Agents can my company have?*

- Ground transportation companies may have up to 3 Authorizing Agents. If you are adding someone, be sure to check how many Authorizing Agents your company has. You may need to delete a current authorizing agent to add a new one.

## *If I'm an Authorizing Agent, can I sign my own badge application?*

- If you are the only Authorizing Agent on record, you may sign your own application. If you have more than one designated Authorizing Agent you cannot sign your own form.

# SATELLITE AIRPORT SECURITY BADGING OFFICE

## The new Airport Security Satellite Badge Office is for:

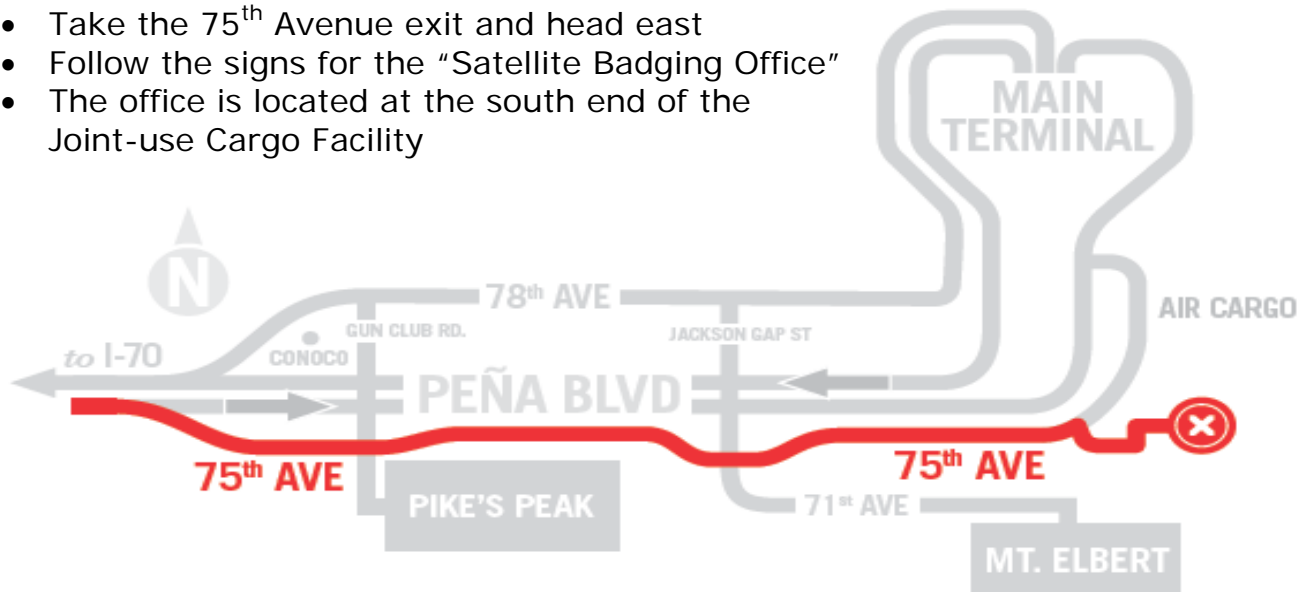
- Employees applying for a Denver International Airport ID badge for the first time, and all ground transportation badging
- Fingerprint appointments
- New company participant meetings
- Dropping off vehicle permits, applications, etc.

## Where:

Satellite Office  
7640 Undergrove Street, Unit A  
Denver, CO 80249  
(not mailing address)

*\*Free parking available for Airport Security Badging Office patrons*

- Take the 75<sup>th</sup> Avenue exit and head east
- Follow the signs for the "Satellite Badging Office"
- The office is located at the south end of the Joint-use Cargo Facility



## Times:

- 7:00 a.m. – 4:00 p.m. M-F (Effective Jan 1, 2012: 7:00 a.m. – 3:00 p.m.)
- Closed on city observed holidays

# FINGERPRINTING & BADGING APPLICATION TIPS

- Check to make sure you are using the correct revision date of the Fingerprinting and Badging Application (notification of revised forms is published in the Airport Security Newsletter)
  - Use Blue or Black pen (no pencil & no correction fluid)
  - Section 1, Section 2, and Section 3 must be completely filled out by the employee and validated by the Authorizing Agent before Section 5 is started
  - Name of Applicant on application must match Primary ID
  - All employees are required to show a minimum of two (2) forms of ID. **Names on IDs must match.**
    - One government issued photo ID (driver license)
    - The secondary ID must be the employees Proof of Citizenship (*state issued* Birth Certificate, current/unexpired US passport, Certificate of Naturalization) OR Work Authorization Documentation (Permanent Resident Card, Work Authorization Card, I-94)
- NOTE:** Work Authorization Documentation for all non-U.S. Citizens is required to be presented whenever the applicant comes to the Airport Security Office
- Never pre-date or post-date your signature.

# FINGERPRINTING AND BADGING APPLICATION



Call (303) 342-4300 to schedule fingerprinting/badging appointments  
 Complete this form online at [www.flydenver.com](http://www.flydenver.com)

## Section 1 - Applicant Information

Present this form with two (2) forms of identification  
 One (1) **MUST** be a valid, government issued ID

PURPOSE OF APPLICATION  
 New     Renew     Reactivation     Job Title/Department Change     Name Change (Supporting documents Required)     Replacement: Lost, Stolen or Destroyed (**MUST complete Section 4**)

FIRST NAME (LEGAL) \_\_\_\_\_ MIDDLE NAME (LEGAL) \_\_\_\_\_ LAST NAME (LEGAL) \_\_\_\_\_ OTHER NAME PREVIOUSLY USED (MAIDEN, ETC.) \_\_\_\_\_

DATE OF BIRTH (mm-dd-yyyy) \_\_\_\_\_ BIRTHPLACE City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Are you a Citizen of the United States of America?  Yes  No If you are not a U.S. CITIZEN, please list your country of Citizenship: \_\_\_\_\_

SOCIAL SECURITY NUMBER (###-##-####) \_\_\_\_\_ TELEPHONE NUMBERS Daytime: ( )- - - - Secondary: ( )- - - -

HOME ADDRESS Street: \_\_\_\_\_ Apt.#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

HEIGHT Feet: \_\_\_\_\_ Inches: \_\_\_\_\_ WEIGHT \_\_\_\_\_ GENDER  Male  Female EYE COLOR  Black  Blue  Brown  Green  Hazel  Other \_\_\_\_\_ HAIR COLOR  Black  Blond  Brown  Red  Gray  White  Bald  Other \_\_\_\_\_

RACE (Note: For finger printing purposes only)  Asian  Black  Native American  Unknown  Caucasian/Latino STATE DRIVERS LICENSE OR IDENTIFICATION CARD NUMBER \_\_\_\_\_ State: \_\_\_\_\_ EXP. Date: (mm/dd/yyyy) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

## Section 2 - Disqualifying Criminal Offenses Checklist

This section **MUST** be filled out by the Applicant above

Select the Airport ID badge you are applying for with this application  
 Security Identification Display Area (SIDA) - Ten (10) year background     Ground Transportation (GT) (Brown Badge Only) - Five (5) year background

Review and mark the appropriate statement below if you have been convicted, given a deferred sentence, found not guilty by reason of insanity or have been arrested and are awaiting judicial proceedings of **ANY** of the offenses listed during the time period for the Airport ID badge you are applying for with this application. **All applicants must mark either YES or NO to the statement below.**

YES, I have been convicted, given a deferred sentence, found not guilty by reason of insanity or been arrested and awaiting judicial proceedings of **ANY** of the offenses listed in Section 2 (Disqualifying Criminal Offenses Checklist) within the time period applicable to the Airport ID badge I am applying for with this application.

NO, I have not been convicted, given a deferred sentence, found not guilty by reason of insanity or been arrested and awaiting judicial proceedings of **ANY** of the offenses listed in Section 2 (Disqualifying Criminal Offenses Checklist) within the time period applicable to the Airport ID badge I am applying for with this application.

- Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C. 46306.
- Interference with air navigation; 49 U.S.C. 46308.
- Improper transportation of a hazardous material; 49 U.S.C. 46312.
- Aircraft piracy; 49 U.S.C. 46502.
- Interference with flight crew members or flight attendants; 49 U.S.C. 46504.
- Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506.
- Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505.
- Conveying false information and threats; 49 U.S.C. 46507.
- Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b).
- Lighting violations involving transporting controlled substances; 49 U.S.C. 46315.
- Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C. 46314.
- Destruction of an aircraft or aircraft facility; 18 U.S.C. 32.
- Murder.
- Assault with intent to murder.
- Espionage.
- Sedition.
- Kidnapping or hostage taking.
- Treason.
- Rape or aggravated sexual abuse.
- Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
- Extortion.
- Armed or felony unarmed robbery.
- Distribution of, or intent to distribute, a controlled substance.
- Felony arson.
- Felony involving a threat.
- Felony involving willful destruction of property.
- Felony involving importation or manufacture of a controlled substance.
- Felony involving burglary.
- Felony involving theft.
- Felony involving dishonesty, fraud, or misrepresentation.
- Felony involving possession or distribution of stolen property.
- Felony involving aggravated assault.
- Felony involving bribery.
- Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.
- Violence at international airports; 18 U.S.C. 37.
- Conspiracy or attempt to commit any of the criminal acts listed in CFR 1542.209(d).

**ONLY complete this area, if you are a CFR 1542 applicant (Non-Aircraft Operators and those sponsored by Non-Aircraft Operators, to include Ground Transportation) please review and mark the appropriate statement below.**

YES, I have been convicted, given a deferred sentence, found guilty by reason of insanity or have been arrested and are awaiting judicial proceedings of **ANY** felony charge within the time period applicable to the Airport ID badge I am applying for with this application.

NO, I have not been convicted, given a deferred sentence, found guilty by reason of insanity or have been arrested and are awaiting judicial proceedings of **ANY** felony charge within the time period applicable to the Airport ID badge I am applying for with this application.

**Section 3 - Agreement Section**

This section **MUST** be filled out by the Applicant listed in Section 1 of this application

I hereby agree to all of the following applicable statements:

- I have not been convicted, given a deferred sentence, found not guilty by reason of insanity or been arrested and awaiting judicial proceedings of ANY of the offenses listed in Section 2 (Disqualifying Criminal Offenses Checklist) of this application.
- The information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both. (See section 1001 of Title 18 United States Code.)
- I understand that Federal regulations under 49 CFR 1542.209(l) impose a continuing obligation to disclose to Denver International Airport within twenty-four (24) hours if I am convicted of or found not guilty by reason of insanity of any Disqualifying Criminal Offenses (Section 2) that occur while I have unescorted access authority.
- Before receiving a Denver International Airport ID badge I will complete all security training concerning Airport Rules and Regulations and Transportation Security Regulations (49 CFR Part 1500). At all times I will adhere to Denver Municipal Airport System Rules and Regulations, Part 20 (available at: <http://www.flydenver.com> or at Airport Security Badging Offices). I understand, acknowledge, and agree that intentional violations of the Critical Violations "Big 6" (Section 20.04-16) may result in immediate revocation of my Airport ID badge and that I am personally responsible for all TSA imposed Civil Penalties incurred by myself.
- I understand that if accessing or controlling an access point (doors, gates, swing arms, etc.), I must challenge and request Airport approved identification from all individuals who attempt to gain access to assure that they are authorized. When accessing or controlling an access, I shall not permit an individual to gain access unless the individual successfully uses their Airport ID badge.
- If my badge has Driver Authorization, I agree to abide by all Rules and Regulations for the operation of a vehicle within the Restricted Area, and understand that failure to do so may result in revocation of my driving privileges. Airport personnel are not authorized to access runways or taxiways unless they are escorted by, or it has been authorized by, Airport Operations.
- If I am a CFR 1542 applicant (Non-Aircraft Operators and those sponsored by Non-Aircraft Operators, to include Ground Transportation), I have NOT been convicted, given a deferred sentence, found guilty by reason of insanity or have been arrested and are awaiting judicial proceedings of ANY felony charge within the time period applicable to the Airport ID badge I am applying for with this application.

Applicant's Full Legal Name (Printed): \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: (mm-dd-yy) \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Section 4 - Declaration for Replacement Badge**

My Denver International Airport ID badge was lost, stolen, or destroyed. Therefore, I am requesting through my employer to have a replacement of my Denver International Airport ID badge issued.

Applicant's Signature: \_\_\_\_\_ Date: (mm-dd-yy) \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Section 5 - Company Information**

Sections 1 - 3 **MUST** be filled out and then validated by an "Authorizing Agent" prior to completing this section. Type or print legibly in ink, or the application will be rejected

COMPANY NAME (Use approved acronyms only) \_\_\_\_\_ DEPARTMENT CODE \_\_\_\_\_ APPLICANT'S JOB TITLE (Use approved acronyms only) \_\_\_\_\_

BADGE COLOR (SIDA)  Blue  Green  Red  White  Yellow  Red Stripe  Brown

BADGE COLOR (NON-SIDA)  Brown

RESTRICTED AREA DRIVING Airfield Driving Privileges?  Yes  No Tunnel Driving Privileges?  Yes  No Limited Access Route (LAR) Endorsement?  Yes  No

AUTHORIZING AGENT NAME \_\_\_\_\_ FINGERPRINT CLEARANCE DATE (Received from TSA Web Board) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_ ( ) - \_\_\_\_ - \_\_\_\_

My signature below certifies that I have reviewed this application for accuracy and have approved Denver International Airport to Fingerprint my employee and bill my company for the appropriate fees (if applicable).

Authorizing Agent's Signature: Do NOT Sign a Blank Application \_\_\_\_\_ Date: (mm-dd-yy) \_\_\_\_ - \_\_\_\_ - \_\_\_\_

*Valid for 30 days after signed and dated*

**Security Use Only**

SON # \_\_\_\_\_ Entered \_\_\_\_\_

Receipt # \_\_\_\_\_ Badge # \_\_\_\_\_

Notes \_\_\_\_\_

Note: A copy of the Criminal record received from the FBI will be provided to you upon receipt of a written request to the Airport Security Coordinator (ASC). Please write for all inquires and questions about Criminal History Record Check (CHRC) results to the following:

49 CFR Part 1542 Employees (Non-Aircraft Operators) Airport Security Coordinator Concourse A Room #451 Denver International Airport 8500 Peña Blvd. Denver, CO 80249

49 CFR Part 1544 Employees (Aircraft Operators and those Sponsored by Aircraft Operators) Notify your Aircraft Operator or Sponsoring Aircraft Operator for sponsored Contractors and Vendors

49 CFR Part 1546 Employees (Foreign Air Carriers and those Sponsored by Foreign Air Carriers) Contact ASC under 49 CFR 1542 address



## **BADGE EXPIRATION**

**ALL BADGES EXPIRE AT MIDNIGHT  
ON THE DATE PRINTED ON THE BADGE.**

If an airport badge has expired, the badge holder will be required clear a new Criminal History Record Check (CHRC) and Security Threat Assessment (STA). Remember, badge holders have 30-days prior to the expiration of their current badge to renew their badges so do not wait until the last minute to take care of this important issue.

*A new Denver International Airport Fingerprinting and Badging Application* completed by the applicant and signed by the Authorizing Agent is required when a badge applicant comes to the Security Office to get their new badge.

**IF THE BADGE IS EXPIRED THE EMPLOYEE MUST  
RE-INITIATE THE ENTIRE PROCESS OVER AGAIN  
AS A NEW EMPLOYEE.**

**DEACTIVATED BADGES IN YOUR COMPANY'S POSSESSION ARE TO BE RETURNED THE SAME OR NEXT BUSINESS DAY. FAILURE TO DO SO MAY RESULT IN A \$20 LOST BADGE FEE ACCESSED TO THE COMPANY.**


**DENVER INTERNATIONAL AIRPORT**  
*TOGETHER WE SOAR*

**REQUEST FOR BADGE CANCELLATION**

PERSON REQUESTING CANCELLATION	PERSON TO BE CANCELLED
Company: <input style="width: 90%;" type="text"/>	Name (Last): <input style="width: 90%;" type="text"/>
Name (Last): <input style="width: 90%;" type="text"/>	Name (First): <input style="width: 90%;" type="text"/>
Name (First): <input style="width: 90%;" type="text"/>	Badge Number: <input style="width: 90%;" type="text"/>
Phone: <input style="width: 90%;" type="text"/>	Badge Color: <input style="width: 90%;" type="text"/>
Badge Number: <input style="width: 90%;" type="text"/>	Company/Department: <input style="width: 90%;" type="text"/>

**REASON FOR CANCELLATION:**

Terminated By Company  
  Lost/Stolen  
  Expired  
  Employee Left Job/Other

---

**AIRPORT SECURITY/COMM CENTER SECTION**

Received Badge:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received: <input style="width: 90%;" type="text"/>	Initials: <input style="width: 90%;" type="text"/>
Date Suspended:	<input style="width: 90%;" type="text"/>	Initials: <input style="width: 90%;" type="text"/>	
Date Terminated:	<input style="width: 90%;" type="text"/>	Initials: <input style="width: 90%;" type="text"/>	

30-FB-10      S:\Airport Security\Library\FORMS\Active Forms on Index\30-FB-10 Badge Cancellation Request Form      Revised: 4/21/2019

**PLEASE COMPLETE A BADGE CANCELLATION FORM PRIOR TO BRINGING THE BADGE TO AIRPORT SECURITY. ALWAYS ASK FOR A BADGE RETURNED RECEIPT.**

## **AUTHORIZING AGENT RESOURCES**

— Rules & Regulations Governing the Denver Municipal Airport System

— [www.flydenver.com](http://www.flydenver.com)

— Business Opportunities

— under the BUSINESS REQUIREMENTS paragraph click on LEARN MORE

In the **AIRPORT GUIDELINES & POLICIES** box

- Airport Rules and Regulations

- Part 20 Security
- Part 90 Taxicabs
- Part 100 Ground Transportation Regulations

— Airport Security and Badging Services – Online Forms

— [www.flydenver.com](http://www.flydenver.com)

— Business Opportunities

— under the BUSINESS REQUIREMENTS paragraph click on LEARN MORE

— Security and Badging

In the **FORMS** box

- Fingerprinting & Badging Applications
- Request for Badge Cancellation Forms

- The Fingerprinting & Badging Application may be completed on-line. It must be printed in color and be on one page (front and back).

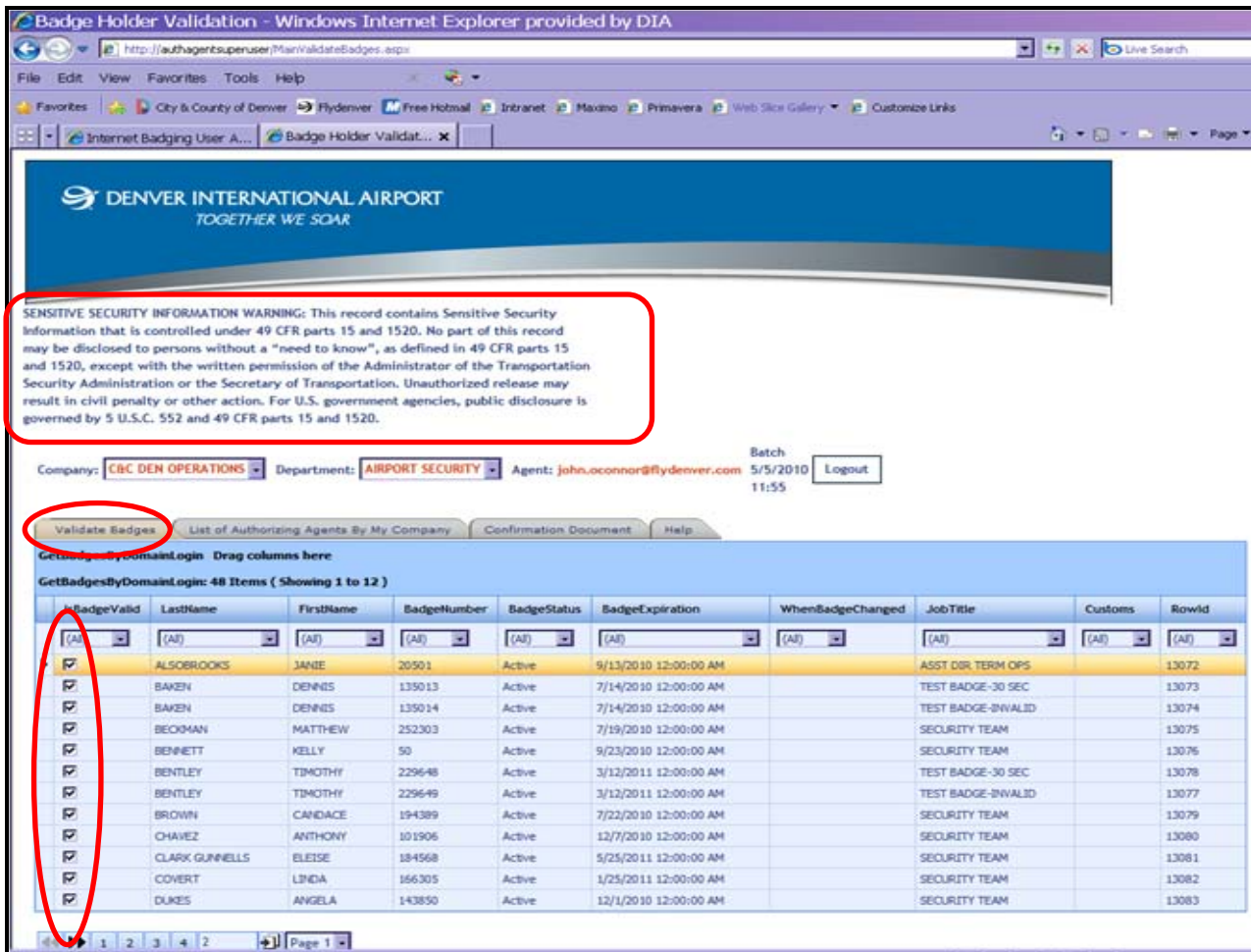
Badge applications may be picked up at the Satellite Badging Office (SBO) or at the Ground Transportation holding lot.

## AUTHORIZING AGENT WEBSITE

<https://security.flydenver.com>

The website will currently allow you to verify your Quarterly Active Badge Report, complete the Quarterly Certification Form, and view your current Authorizing Agents. Airport Security will no longer mail out Quarterly Reports.

- The website contains SSI (Sensitive Security Information).  
Protect and don't share your password with anyone.
- if you want to cancel a badge uncheck the box.



**SENSITIVE SECURITY INFORMATION WARNING:** This record contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.

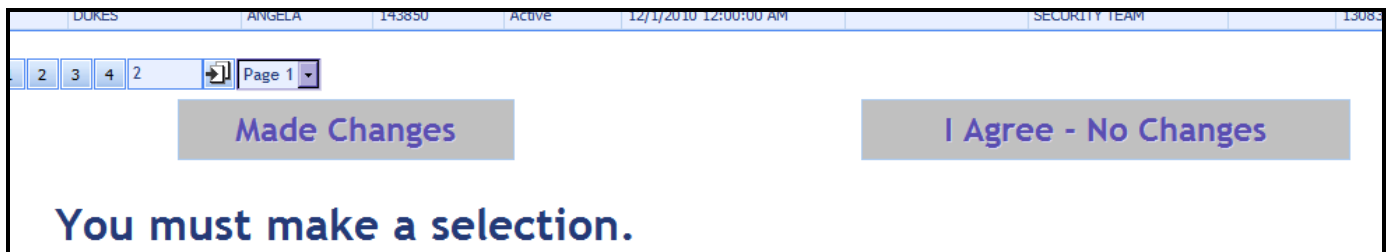
Company: **CBC DEN OPERATIONS** Department: **AIRPORT SECURITY** Agent: **john.oconnor@flydenver.com** Batch: 5/5/2010 11:55 Logout

Validate Badges | List of Authorizing Agents By My Company | Confirmation Document | Help

GetBadgesByDomainLogin: 48 Items (Showing 1 to 12)

BadgeValid	LastName	FirstName	BadgeNumber	BadgeStatus	BadgeExpiration	WhenBadgeChanged	JobTitle	Customs	RowId
<input type="checkbox"/>	[All]	[All]	[All]	[All]	[All]	[All]	[All]	[All]	[All]
<input checked="" type="checkbox"/>	ALSOBROOKS	JANIE	20501	Active	9/13/2010 12:00:00 AM		ASST DIR TERM OPS		13072
<input checked="" type="checkbox"/>	BAZEN	DENNIS	135013	Active	7/14/2010 12:00:00 AM		TEST BADGE-30 SEC		13073
<input checked="" type="checkbox"/>	BAZEN	DENNIS	135014	Active	7/14/2010 12:00:00 AM		TEST BADGE-INVALID		13074
<input checked="" type="checkbox"/>	BEOMAN	MATTHEW	252303	Active	7/19/2010 12:00:00 AM		SECURITY TEAM		13075
<input checked="" type="checkbox"/>	BENNETT	KELLY	50	Active	9/23/2010 12:00:00 AM		SECURITY TEAM		13076
<input checked="" type="checkbox"/>	BENTLEY	TIMOTHY	229648	Active	3/12/2011 12:00:00 AM		TEST BADGE-30 SEC		13078
<input checked="" type="checkbox"/>	BENTLEY	TIMOTHY	229649	Active	3/12/2011 12:00:00 AM		TEST BADGE-INVALID		13077
<input checked="" type="checkbox"/>	BROWN	CANDACE	194389	Active	7/22/2010 12:00:00 AM		SECURITY TEAM		13079
<input checked="" type="checkbox"/>	CHAVEZ	ANTHONY	101906	Active	12/7/2010 12:00:00 AM		SECURITY TEAM		13080
<input checked="" type="checkbox"/>	CLARK GUNNELLS	BLEISE	184568	Active	5/25/2011 12:00:00 AM		SECURITY TEAM		13081
<input checked="" type="checkbox"/>	COVERT	LINDA	186305	Active	1/25/2011 12:00:00 AM		SECURITY TEAM		13082
<input checked="" type="checkbox"/>	DUKES	ANGELA	143850	Active	12/1/2010 12:00:00 AM		SECURITY TEAM		13083

- Once all badges are verified select either Made Changes or I Agree- No Changes.



The screenshot shows a web browser window with a header containing user information: 'DURES', 'ANGELA', '143850', 'ACTIVE', '12/17/2010 12:00:00 AM', 'SECURITY TEAM', and '13083'. Below the header is a navigation bar with page numbers '2', '3', '4', and '2', and a 'Page 1' dropdown menu. The main content area features two large buttons: 'Made Changes' on the left and 'I Agree - No Changes' on the right. Below these buttons, the text 'You must make a selection.' is displayed in a blue font.

- After making your selection the Quarterly Report Certification Form will appear.
- Any changes you made should show up on this form. (A badge will not be cancelled until we receive the form and cancel the badge so please remember to still call and cancel badges immediately.)

Print and complete the form.

- Please fax it to (303)342-4319 or e-mail it to [Jennifer.Vukotich@flydenver.com](mailto:Jennifer.Vukotich@flydenver.com)  
(AFTER JAN 1, 2012) email to [linda.covert@flydenver.com](mailto:linda.covert@flydenver.com)

**NOTE:** If the form does not print, please use the following link:  
<http://business.flydenver.com/bizops/tenServices/security/documents/secQuarterlyReptCert.pdf>

**FAILURE TO COMPLETE THE QUARTERLY CERTIFICATION FORM WITHIN TEN (10) BUSINESS DAYS MAY RESULT IN THE DEACTIVATION OF YOUR COMPANY AND SUSPENSION OF ALL AIRPORT ID BADGES FOR YOUR COMPANY**

## **AIRPORT SECURITY FEES**

### **AIRPORT ID BADGES**

FIRST AIRPORT ID BADGE/ANNUAL RENEWAL/DAMAGED REPLACEMENT	\$10.00
FIRST NOT RETURNED/UNRECOVERED/LOST AIRPORT ID BADGE	\$25.00
SECOND NOT RETURNED/UNRECOVERED/LOST AIRPORT ID BADGE	\$75.00
THIRD NOT RETURNED/UNRECOVERED/LOST AIRPORT ID BADGE	\$100.00
AIRPORT ID BADGE NOT RETURNED TO AIRPORT SECURITY	\$20.00

### **CRIMINAL HISTORY RECORD CHECKS (CHRC)**

1542 COMPANIES	\$40.00
----------------	---------

**Only Cash or Checks are accepted.**

**All checks payable to:**

**AIRPORT REVENUE FUND**

**No credit cards please.**

## AIRPORT SECURITY PHONE NUMBERS

AIRPORT SECURITY BADGING/FINGERPRINTING APPOINTMENTS		(303) 342-4300
WEEKENDS, HOLIDAYS AND AFTER BUSINESS HOURS TO REPORT LOST, STOLEN OR TO CANCEL AN AIRPORT ID BADGE		(303) 342-4210
AIRPORT SECURITY OFFICE FAX		(303) 342-4319
AIRPORT SECURITY RECEPTION DESK		(303) 342-4307
OPERATIONS ASSISTANTS		
STA & CHRC PROCESSING (AFTER JAN 1, 2012)	KELLY BENNETT DIANE JURADO	(303) 342-4329 (303) 342-4308
GT AUTH AGENT TRAINING	KELLY BENNETT	(303) 342-4329
BILLING, AUTH AGENT WEBSITE/QUARTERLY CERTIFICATIONS (AFTER JAN 1, 2012)	JENNIFER VUKOTICH LINDA COVERT	(303) 342-4305 (303) 342-4339
AIRPORT EMERGENCIES (POLICE/PARAMEDICS)		(303) 342-4211

**AIRPORT SECURITY MAILING ADDRESS**  
DENVER INTERNATIONAL AIRPORT  
AIRPORT SECURITY  
8500 PENA BLVD, RM 451  
DENVER, CO 80249