



AIRPORT SECURITY KEY USER AGREEMENT

EMPLOYEE SECTION (PLEASE PRINT):

LAST NAME (LEGAL)

FIRST NAME (LEGAL)

BADGE NUMBER

COMPANY/DEPARTMENT

EMAIL ADDRESS

I hereby acknowledge Denver International Airport's Security training video concerning DEN Rules and Regulations. I understand, acknowledge, and agree that continued and/or intentional violations of the following security regulations may result in the immediate revocation of my DEN Airport ID badge and/or key(s):

20.04-16 Critical Violations "Big 6" No Airport ID badge holder shall perform any of the following acts. The commission of any such acts, due to their critical negative effect on the safety and security of Airport employees, the traveling public, and the national aviation system, is reason for immediate confiscation and suspension (and possible permanent revocation) of the Airport ID badge, issuance of a Violation Notice and the requirement for a Violation Notice hearing to be held, in accordance with Section 20.04-8:

(a) Loaning (or borrowing) the Airport ID badge or **security key** to anyone under any circumstances.

This will also include:

- Leaving doors or gates open that could be a Secured or Sterile access route for unauthorized individuals.
- Bypassing the security system, passing back a key or providing access to unauthorized individuals.
- I agree to return the key(s) to Airport Security immediately if I am transferred, leave the airport work force, or no longer have a need for it.
- I agree that if my key is lost or stolen, I will report it to Airport Security immediately by calling (303) 342-4300.
- I agree not to allow or contribute to the making of any unauthorized copies of issued keys.

_____ Initial acknowledging you read and understand the above statement

Denver Municipal Airport System Rules and Regulations, Part 20 may be viewed at URL www.flydenver.com.

SIGN (LEGAL NAME)

DATE

EMPLOYER SECTION (PLEASE PRINT):

I understand if the key(s) are lost or stolen, the DEN Rules and Regulations requires that any locks that are actuated by the key must be immediately changed, and keys reissued. In this event, _____ agrees to take responsibility for any labor and material costs associated with the replacement of the locks. I understand that upon termination of employee, the key will be returned to Airport Security immediately and will not transfer the key to another employee. I understand that I must comply with Airport Security Key Audits and failure to comply will result in a violation of DEN's Rules and Regulations.

Maintenance Control (303-342-2800) Work Order Number _____

Name of Key(s) requested: _____

Justification for key(s): _____

PRINT AUTHORIZED SIGNATORY NAME

SIGNATURE

EMAIL ADDRESS/PHONE NUMBER

AIRPORT SECURITY SECTION

Key(s) issued: _____

AIRPORT SECURITY APPROVAL

DATE