Colorado Springs Airport
Regulatory Key Application

Applicant Section – Please Print Legibly

Company: _____

Name: _____

Address: _____

Phone Number: _____Badge Number: _____

Badge Access Areas:

☐ SIDA ☐ SA ï SIDA ☐ Sterile ☐ AOA ☐ Cargo SIDA

By accepting a key for access into the area(s) listed above, I hereby certify that I have a true operational need. I have also read, understand, and will comply with the key rules and regulations as outlined on the back of this sheet:

Signature:_____Date:_____

Employer Section ï Please Print Legibly

By my signature I certify the applicant requires a key to access the following area(s):

Approved Signatory Authority: _____ Date _____

Printed Name _____ Title _____

Airport Operations Use Only

Key issued: _____ Gives access to: _____

Issued by: _____ Date: _____

Recorded in software and receipt issued: YES NO Initials and date: _____

Date key/deposit returned & Software updated (initials/date) _____

Destroy Date:_____

Rev 01/2014

Key Rules and Regulations

1. To receive and/or use an Airport-Issued Key Access Media, any individual must be authorized by the Colorado Springs Airport to be badged for the restricted area that the key would access.
2. It is not permissible, under any circumstances, to permit another person to use your Airport-Issued Key Access Media to enter a restricted area.
3. Employees shall not tamper with or mutilate the Airport-Issued Key Access Media in any manner. Lost/Stolen keys shall be reported immediately to Airport Operations.
4. Key holders must return all Airport-issued Keys/Access Media to Airport Operations upon termination of their employment at the Airport or their need for the Key; or upon request by Airport management. Failure to return any Airport-issued Key/Access Media may result in fees being assessed against the Key holder according to the current fee list in effect at that time. Individuals who fail to pay fees assessed by the Airport for lost/unreturned Keys may be turned over to collections.
5. Any authorized representative of the Colorado Springs Airport may request visual verification of Airport-Issued Key Access Media issued under any signatory authority, which must include an issuance log, at any time.
6. Key-holders must safeguard Airport-Issued Key Access Media and keep issuance information confidential. Key-holders shall access only the areas to which they are authorized.
7. Key-holders must return the Airport-Issued Key Access Media to the Colorado Springs Airport along with their Airport-Issued ID Badge/Access Media should they leave employment, be terminated, transferred, laid off, or for any other reason leave the airport; or upon demand by airport management.
8. Key-holders will not block, or leave doors or gates open that could provide unauthorized access to the AOA/SIDA/STERILE Restricted Areas.
9. Key-holders will not allow unauthorized individuals or vehicles into the AOA/SIDA/STERILE Restricted Areas.
10. When possible, all access to restricted areas shall be through a badge reader access system. Employees will not bypass the security system or provide access for unauthorized individuals.
11. The Airport-Issued Key Access Media remains the property of Colorado Springs Airport at all times.
12. Employees shall not use this or any other Airport-Issued Access Media to escort unauthorized individuals to work in the AOA/SIDA/STERILE Restricted Areas unless prior permission has been granted by an ASC for such an escort.
13. The Airport reserves the right to deny any access to restricted areaôs via key media.
14. Any unauthorized use of ANY access media (i.e. badge, key etc.) may result in revocation of access to any restricted/secured area. This may also result in Federal, State and local Fines. Any fine assessed to the Airport for improper use by any individualôs action will be assessed to the entity/or individual associated with the key/badge holder.

Key-holders Initials _____