



DETROIT METROPOLITAN WAYNE COUNTY AIRPORT AIRPORT SECURITY

ESCORT REQUEST FORM

_____ is requesting authorization to escort representatives from
Company requesting escort

_____. The representative(s) from this company need to be escorted
Company being escorted

Through: AOA Gate Security Screening Checkpoint Other: _____

Intended destination: _____

Purpose of visit: _____

Date of actual Escort: _____ Duration of Escort(#of days or hours): _____

Number of persons being escorted: _____ Number of vehicles being escorted: _____

Names of Individuals being escorted:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Requested By: _____ Date: _____

Contact Number: _____ Return Fax or email: _____

Approved By: _____ Date: _____
DTW Security

Escorting guidelines:

- Only individuals who possess a valid Airport photo ID Badge with "Escort Authority" identified on their badge can escort visitors who possess a valid non-photo Airport ID Badge and their name has been checked by Security.
- Visitors should have an official reason to be in areas of the Airport controlled for security purposes.
- Escort the individual(s) both into and out of the Security Sensitive Area.
- The individual performing escorting duties must maintain positive control over the person(s) being escorted at all times while in the restricted/sterile areas. Positive control is defined as line of sight visibility and the ability to provide verbal instructions to the person being escorted and that person able to hear and carry out the instructions.
- You may **not** escort any individual that has been denied issuance of an Airport ID Badge.
- Individuals requiring access for more than three days, or on a reoccurring basis must apply to receive a DTW ID Badge. Contact a Credentials Manager for any situations that are outside these parameters.

DTW Security maintains the authority to modify or revoke the authorization of anyone being escorted if violations are found or the security level of the airport changes.

Please send this completed form by email to security.credentials@wcaa.us or fax to (734) 942-3814 and provide a fax number or email address for response. Please contact the Security Credentials Office at (734) 942-3606 if you have any questions.