



**WAYNE COUNTY AIRPORT AUTHORITY**  
**USER CERTIFICATION AND AUTHORIZING SIGNATURE LIST**  
**FOR TENANTS-AIRPORT ID BADGE ISSUANCE**  
**WILLOW RUN AIRPORT**

**Company Name:** \_\_\_\_\_ **Dept.:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Phone Number:** (\_\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_\_) \_\_\_\_\_

Only **Airport Users**, as certified by the Airport Operator, are granted the authority to request Airport issued ID Badges for access to the Airport's Secured Areas. Those individuals seeking to be allowed to "authorize" Airport ID Badge Applications and to make security decisions for their company must read and agree to the following before being certified by the Airport:

1. I affirm that all information on Applications will be completed and reviewed prior to authorizing it and I will not knowingly sign or submit an Application that contains information that is false or misleading.
2. I understand that I must be in possession of an Airport Photo ID Badge to be permitted to authorize Badge Applications. I will notify the Airport immediately if I separate from my company or if others from my company who are currently authorized to sign for Badges are separated.
3. I affirm that our company will maintain sufficient administrative records regarding each Badged employee and will make these records available to the Airport Authority for inspection to determine compliance with all security requirements. The records shall include, but not be limited to the following:
  - a) A copy of the Badge Application.
  - b) A copy of the Badge Separation Form for all non-active employees.
  - c) Any other information as required by the Airport Director.

The records will be maintained at: Address: \_\_\_\_\_  
 \_\_\_\_\_

The records will be maintained by: Name or Title: \_\_\_\_\_  
 Phone # (\_\_\_\_\_) \_\_\_\_\_

4. I will make my employees aware of the Security rules and procedures at YIP and acknowledge responsibility for any fines levied against Wayne County Airport Authority, which are caused by the failure of myself or one of my employees to adhere to the YIP Security Program.
5. I understand that failure to comply with the requirements of this certification will result in the termination of my, and/or my company's, authorizing authority and access privileges.

WILLOW RUN AIRPORT OPERATIONS / SECURITY  
 2<sup>nd</sup> FLOOR – HANGAR ONE – 801 WILLOW RUN AIRPORT, - YPSILANTI, MI 48198  
 (734) 485-6675 Fax (734) 485-6673

**USER CERTIFICATION AND AUTHORIZING SIGNATURE LIST  
FOR AIRPORT ID BADGE ISSUANCE**

The following individuals are authorized to sign for issuance of Airport Identification Badges and agree to the terms and conditions as identified on this form. Signatures required to be in **BLUE** ink.

1. PRINT NAME	SIGNATURE	
TITLE	YIP BADGE #	DATE
OFFICE PHONE NUMBER	EMAIL	

2. PRINT NAME	SIGNATURE	
TITLE	YIP BADGE #	DATE
OFFICE PHONE NUMBER	EMAIL	

3. PRINT NAME	SIGNATURE	
TITLE	YIP BADGE #	DATE
OFFICE PHONE NUMBER	EMAIL	

4. PRINT NAME	SIGNATURE	
TITLE	YIP BADGE #	DATE
OFFICE PHONE NUMBER	EMAIL	

5. PRINT NAME	SIGNATURE	
TITLE	YIP BADGE #	DATE
OFFICE PHONE NUMBER	EMAIL	

**All signatures contained on this form must be in BLUE ink. Photo copied, stamped or faxed signatures will not be accepted.**

**AIRPORT USE ONLY**

**Airport Approval:** \_\_\_\_\_  
OPS/SEC Manager
Date

**Company Type:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **Codes:** \_\_\_\_\_

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