



**WAYNE COUNTY AIRPORT AUTHORITY
WILLOW RUN AIRPORT
DELEGATION OF AUTHORITY AND USER CERTIFICATION
FOR CONTRACTORS & SUB-LEASEES AIRPORT ID BADGE ISSUANCE**

Company Name: _____ **Project:** _____

Mailing Address: _____ **C&A Permit #:** _____

_____ **C.I.P./WC #:** _____

_____ **Prime Contractor: Yes** ___ **No** ___

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 companies performing construction or other services who do not currently hold a lease with the Airport are only permitted to request Badging authority if approved by the current Airline or Airport tenant for whom they are working. 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 YIP 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 and may subject me or my company to possible civil penalties.
6. I understand that my authority to request Badges and to access Airport Secured Areas is only valid during specified construction or service agreements with a current Airline or Airport tenant (contractor Badges may not be used for warranty or service work). I agree to inform Airport Operations/Security of any change in status or duration of services.

**DELEGATION OF AUTHORITY
AND USER CERTIFICATION 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.

_____ PRINT NAME	_____ SIGNATURE	
_____ TITLE	_____ YIP BADGE #	_____ DATE
_____ PRINT NAME	_____ SIGNATURE	
_____ TITLE	_____ YIP BADGE #	_____ DATE

AIRLINE/TENANT/PRIME CONTRACTOR USE ONLY

The above listed company will be providing service for our company at Willow Run Airport. The individuals listed above are authorized to submit Badge Applications to the Airport on our behalf. As an Airline or Tenant, we authorize any **Prime Contractor** to delegate Badging Authority to their sub-contractors on our behalf on the above listed project. Our company accepts responsibility should the above listed company fail to comply with any Airport regulations and we agree to hold the Airport harmless in all cases.

AIRLINE/TENANT/PRIME CONTRACTOR COMPANY NAME:

_____ PRINT NAME	_____ AUTHORIZING SIGNATURE		
_____ TITLE	_____ OFFICE #	_____ YIP BADGE #	_____ DATE

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

AIRPORT USE ONLY

Airport Approval: _____
Ops / Sec Manager _____
Date

Company Type: _____ **Primary Color:** _____ **Codes:** _____