

SAMPLE SIDA ACCESS REQUEST LETTER
Must be printed on company letterhead
Include name, address and telephone number of company

(Date)

Gary Bilbrey
Airport Operations Manager / Security
Salt Lake City Department of Airports
P.O. Box 145550
Salt Lake City, UT 84114-5550

Dear Mr. Bilbrey:

The purpose of this letter is to request SIDA access for *(company name)* employee *(employee name)* for the following operational need(s) *(mark all that apply)*:

- Prohibited items required for job duties
- Movement of cash
- Waste removal
- Product delivery
- Other _____

Access to the SIDA is granted for work-related purposes only. Use of SIDA access doors for any unauthorized purpose will result in removal of the access from the individual's badge and could be considered a security violation. My signature below certifies that the requested access is for a valid operational need and that I have ensured the individual named above understands this policy and the consequences of non-compliance.

Sincerely,

(Signature of individual authorized to sign for ID badges)