PORTLAND INTERNATIONAL AIRPORT
Airport Security
PORT OF PORTLAND

PDX Security Badge Access Level Change Request Form

USE this form:
- When you are requesting any form of "alternate access" that bypasses the Security Checkpoints.
- When you are requesting additional doors or vehicle gates for a specific badge holder.

Do NOT use this form:
- When you are only adding driving access privileges to for a badge holder.

Please refer to the instruction sheet for additional information about completing this form.

- Email completed form to SecurityAccessRequest@portofportland.com
- Aviation Security/Public Safety Department reviews justification for the request
- Allow up to five (5) business days for review, request approval or denial and processing
- Please direct questions regarding access level changes or requests to the Access Control Administrator or the Aviation Security Operations Manager

Access Control Administrator
Tel: (503) 415-6248

Aviation Security Operations Manager
Tel: (503) 415-6489

Please Type or Print Clearly	
Full Name of Authorized Signatory:	Phone/Fax #:
Company Name or Port Department:	Request Date:
Card Reader Controlled Door Number(s) or Elevator Number(s) Requested:	
Name and PDX Badge Number of the individual(s) for which the request is being made: (You may attach an additional sheet if necessary)	
Date Range or Duration for the Request: For Duration of Employment ☐ Temporary (dates from/to) _____	

Justification For Access Change or Request

(A detailed description and operational need for access is necessary)

Authorized Signatory Approval Signature: _____

E-mail Address: _____

The following doors are all card reader controlled and are identified as limited or restricted access. They all require additional justification from the requestor, and will require written approval of the space owner, department manager or leaseholder before access will be approved.

- PDX Police Offices
- Police Evidence Room
- PDX Communication Center
- Hall door accessing EOC
- Information Technologies telecommunications/network rooms
- Federal Inspection Station Custom and Border Protection Offices and FIS processing area
- International Arrival Hallway
- Airline Tenant Spaces that are not common access areas
- Concession Spaces that are not common access areas
- Revenue Control Shop
- Parking Plaza
- FAA Offices and TRACON
- Security Badging Offices
- Alternate Access Doors (Direct Access to the Secured Area from doors T2450, T2457, T2061)
- Any doors or gates that is currently limited/restricted* to Emergency Responders Only, in compliance with Federal regulations
- Any doors that are currently under Exclusive Area Agreements (i.e., Horizon/Conc. A)
- Maintenance Compound or CUP facilities
- PDX Fire Station

*** The limited or restricted doors/areas that require additional justification and approval are subject to change without notice.**

Aviation Security/Public Safety Department Only			
Authorizing Security Manager		**Access Administrator**	
Approved/Disapproved	**Date**	**Date Received**	**Date Completed**

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Instructions for Completing the Form

The Badge Access Level Change Request Form is a two sided form. Please read the back of the form to ensure that you are aware of the "limited or restricted" access doors. If you are requesting access to any of these areas or doors, it will require you to provide additional justification and approval in writing from the space owner or manager before your request can be processed.

The form is in PDF format, and information can be entered right on the form. All fields must be filled in with the requested information; incomplete forms may result in a delay or denial of the request. Please allow five (5) business days for action on the request. Our office will e-mail you the determination (approval or denial) of the request.

Once you have completed the form, e-mail it and any additional documents to SecurityAccessRequest@portofportland.com.

Fields on the Form

Full Name of Authorized Signatory: The name of the requesting manager.

Phone/Fax #: The phone or fax number of the requesting manager.

Company Name or Port Department: The company and division where the employee works. For example, if the employee for whom you are requesting the change is employed by the Port and works in the Engineering department, you would enter "Port/Engineering." If the employee works for Concessions International, you would enter "Concessions International/Wendy's."

Request Date: The date of the request.

Card Reader Controlled Door Number(s) or Elevator Numbers Requested: Each door or elevator has a number that is found on the frame above the door, or above the elevator door. If access for multiple doors and/or elevators is being requested, you will need to list all of them. If you are a concessions company and are requesting the higher level access for your employee, simply put "Alternate Access."

Name and PDX Badge Number of the individual(s) for which the request is being made: You must provide the individual's name and PDX badge number. You may request the change for multiple people by listing each person's name and badge number. You may attach additional sheets if necessary.

Date Range or Duration for the Request: If the change requested will be for the duration of the badge holder's employment, mark the box next to "For Duration of Employment." If the request is for a project with a specific start and end date, enter the project start and end date where indicated.

Justification for Access Change or Request: A detailed description and operational need for the change request is required. For example: "This person will be performing inspection duties on construction project Aegis and requires access through this door to inspect work by contractor." Or, "This person will be moving product and/or cash to and from Sterile and Secured locations."

Authorized Signatory Approval: The approval of the Authorized Signatory for the company or department making the request. Signature and e-mail address are required. If you have an electronic signature, you can insert it here. If not, leave the signature field blank. Since the form will be e-mailed from an Authorized Signatory of the company, our office will accept that it's from you and will not required an actual signature; your e-mail address will be acceptable.