




PORTLAND INTERNATIONAL AIRPORT
Airport Security

 PORT OF PORTLAND

Instructions for Access Change

Instructions for Completing the Form: The Badge Access Level Change Request Form is a two sided form, please read the back of this 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/Manager before your request can be processed.

The form is in a PDF format and you can type right on the form. All fields must be filled in with complete information, if not; this may result in a delay or denial of the request. Please allow 5 business days for action on this request. Our office will e-mail you the determination (approval/denial) regarding this request.

Full Name of Requestor- this is the requesting Manager

Phone/Fax#- this is also for the requesting Manager

Company Name or Port Department- this would be who or where the employee works. For example if the employee for whom you are requesting the change for is employed by the Port and works in the Engineering department, you would put Port/Engineering. If the employee works for Concessions International you would put Concessions International/Wendy's

Request Date- date you are making the request

Card Reader Controlled Door Number(s) or Elevator Numbers- each door or elevator has a number, this is found above the door on the frame or above the elevator door. If you are asking to have multiple doors and/or elevators you will need to list all of them. If you are a concession company, and requesting the higher level access for your employee simply put Alternate Access.

Name and Badge Number of the individual(s) for which the request is being made for- you must provide the individuals Name and PDX badge number. You may request the change for multiple persons but must list each individual with their information. You may attach additional sheets if necessary.

What is the date range or duration of the request- if the change requested will be for the duration of their employment put N/A in this area. If this request is for a specific project with a specific start and end date put the project start and end date here.

Justification for Access Change or Request- you must provide a detailed description and operational need as to why the change request is being made. For example: this person will be performing inspection duties to construction project _____ 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 – this would be the Authorized Signatory for the company or department making the request. Name and email address are required. If you have an electronic signature, you can insert it here. If, not, you can leave the signature part 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 not required an actual signature. Your e-mail address will be acceptable.

Once you have completed the form, attach any additional documents and email all documents to SecurityAccessRequest@portofportland.com