

### **PDX Key Requests New Leased Space/New Keys/New in General**

The requestor will contact their Port Representative to determine how space will be keyed and the quantity of keys needed.

The Port Representative will complete a Key Authorization Form and send it to the PDX Key Authorizations email group.

The PDX Security Badging Office will make contact with the requesting company to review paperwork and key code information.

The company then submits their Key application to the PDX Security Badging Office.

Processing time for keys is 3 to 5 business days and the requestor is the only one allowed to pick up key(s). The requestor may call the PDX Security Badging Office at 503-460-4500 to check on the status of a key request.

### **Ongoing Tenant/Contractor/Consultant Key Requests**

1. The requestor contacts the PDX Security Badging Office in person or by phone by calling 503-460-4500 to determine if they are at their limit for the keys they are requesting.
2. If the tenant/consultant/contractor (requestor) is not at their limit, the Authorized Signatory can fill out a Key Request/Receipt Form and turn it into the PDX Security Badging Office for processing.
3. The requestor can pick up their key(s) from the PDX Security Badging Office. Their office hours are M-F, 8am to 4pm.

Processing time for keys is 3 to 5 business days and the requestor is the only one allowed to pick up key(s). The requestor may call the PDX Security Badging Office at 503-460-4500 to check on the status of a key request.

If the company is at their limit, they should contact their Port Representative to review the key quantities and their Port Representative will complete the necessary paperwork to increase the quantities. Once this is complete, see step #2 to request keys.

## Port Key Requests

1. The Port employee (requestor) can fill out a Key application for the keys they are requesting.
2. Send the completed Key application via inter office mail to the Aviation Security Department for approval. E-mail is acceptable with electronic signature. Send the application to the PDX Key Authorization e-mail group.
3. Pending approval, an e-mail will be sent to the requestor letting them know the key(s) have been ordered.
4. The requestor can pick up their key(s) from the PDX Security Badging Office.

The Aviation Security Department will seek any additional approvals required from the owner of any systems located in the rooms the requested key accesses (e.g., electrical/mechanical rooms require Maintenance approval, network rooms require IT approval, PDX vacant spaces require Properties approval, etc.).

Processing time for keys is 3 to 5 business days and the requestor is the only one allowed to pick up key(s). The requestor may call the PDX Security Badging Office during normal business hours at 503-460-4500 to check on the status of a key request.