



PDX Security Badging Authorization Instructions

(To be completed by the company representative you are doing business with at PDX)

Date: Date the form is completed.

Badge Expiration Date: If the badge exp date will be for the duration of their employment, indicate "2 years". If they need the badge for a specific time, please indicate the end date with the last day of the month.

Company Name: Company Contact: Phone: Email: Address:

Company Name, Contact Name, Phone, Email, and Address of the company requesting PDX security badges.

Badge Billing: Indicate how the badges will be paid. Either by business unit/charge # (Port use only) or by cash, credit, or debit.

Port/Other Contact: Contact information of your PDX person/company completing the authorization form.

Business at PDX: Please explain in detail what company at PDX you are doing business with, why your company needs PDX security badges, how many need badges, and where they need access to.

Badge type and how many: PDX has different types/colors of badges that give access to different Restricted Areas. Indicate the proper type/color of badges and how many badges are needed. Your PDX contact should know this.

Airfield Driving Required: If any of the badges (Secured Area and AOA badges only) will require driving access, indicate how many badges, and why and where they need access on the airfield. (Driving authorizations are reviewed and approved by the Port's Airfield Operations Department)

Once your PDX contact person completes the authorization form, please have them email to: kim.mccoy@portofportland.com