

PORTLAND INTERNATIONAL AIRPORT
EMPLOYEE PARKING

Card Number _____
Hangtag Number _____
Parking Staff Initials _____

Application for PDX Employee Parking Access Card

Domicile Non-Domicile

Name: _____
Last First Employer

Home address: _____
Street City State Zip

Contact numbers: _____
Phone Number Work Phone Email

By signing below, I agree that I have read and accept the terms set forth in the Portland International Airport (PDX) Employee Lot Guidelines and Terms of Use as provided at the time of this application and are available in the PDX Rules and Regulations.

Employee (Print Full Name) Signature Date

Employee's Manager (Print Full Name – Domicile Employee Only) Signature Date

Port Parking Staff (Print Full Name) Signature Date

Description		Phase 1 (June through fall)	Phase 2 (fall 2015-begin use of AVI hangtags)
Case 1	New Employee to PDX	Employee and manager complete and sign Employee Parking form located on PDX webpage or at the new Security Badging Office (SBO) or Employee Parking Office (EPO). Form is turned in to the EPO. Parking staff will process request and provide employee with a parking access card and new hangtag.	Manager needs to request parking for new employee through the GateKeeper portal website. Employee will pick up new hangtag at the EPO.
Case 2	Existing Employee at PDX	Employees will be able to pick up new hangtag at the EPO during scheduled pick-up times. Employees will continue to use current card to access the Employee Lot until the new AVI system is activated.	All employee will have the AVI hangtag to access the Employee Lot.
Case 3	Non-Domicile Flight Crews	Non-domicile flight crews will contact the EPO to complete parking form and pick up parking access card and new AVI hangtag to access the Employee Lot.	Non-domicile flight crews will contact the EPO to complete the registration process and pick-up new AVI hangtag to access the Employee Lot.
Case 4	Existing Employee w/out a PDX ID Badge needs replacement Parking Acces Card (PAC) to access the Employee Lot	Employee picks up new parking access card at the EPO and will also be provided new AVI hangtag.	Employee contacts the EPO for new hangtag.
Case 5	Employee leaves employment at PDX	Employee needs to turn in parking card (and AVI hangtag if they picked one up) to the EPO office. Or, manager needs to turn in parking card and hangtag, if previously provided, to the EPO, to cancel payment.	Manager needs to request cancelling the employee's AVI hangtag on the GateKeeper portal website to cancel payment. Employee needs to turn in AVI hangtag to the EPO office.