SAMPLE
AUTHORIZED SIGNATURE LETTER

(This letter must appear on company letterhead with original signatures and be dated)

Company Letterhead

Date

Dear Airport Operations Manager:

In compliance with TSR 1542 (airport security) and TSR 1544 (air carrier security) requirements for Criminal History Records Check and Security Threat Assessment, the following employees of_____ have had Criminal History Records Checks and Security Threat Assessment performed and hold a valid airport badge. They have been authorized to sponsor employees for unescorted access privileges.

These individuals are authorized to sign for airport access media (ID badges and keys). Authorized Signers are required to cooperate with requested audits, immediately deactivate badges in person or via telephone and return badges within two business days to our office. Signatories are also responsible for providing updated contact information upon any change in their organizations.

Non-compliance with Authorized Signer responsibilities will result in progressive discipline and can hold a penalty of up to 10 days suspension and 90 days loss of signer privileges.

Sincerely,

(*Company Representative Sign Here)*
(Title)

TYPE OF PRINT NAME	SIGNATURE
_____	_____
_____	_____
_____	_____
_____	_____