



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

CRITICAL INFRASTRUCTURE AND SECURITY CONTROLLED KEY REQUEST FORM WASHINGTON DULLES INTERNATIONAL AIRPORT

Applicant Information

Applicant Name: _____ Airport ID Badge #: _____

Current Residency Address Street: _____

City/State/ZIP: _____ Phone: _____

Company: _____ Job Title: _____

Washington Dulles International Airport (Airport) Orders and Instructions IAD 6-4-2, current series, and IAD 6-4-1, current series, hold each individual responsible for their actions as it pertains to the possession and use of keys issued by the Airport. Following is a summary of those responsibilities and obligations as contained in the applicable Orders and Instructions (O&I) applicable to my possession of such key(s).

1. I will not to loan, transfer, give possession of, misuse, modify or alter the key(s).
2. I will not cause, allow or contribute to the making of any unauthorized copies of the key(s).
3. I return all keys upon completion of my employment or termination of my work at Washington Dulles International Airport.
4. Any keys I find or have been given that were not issued to me by the Airport will be returned to the Pass & ID Office within 72 hours of receiving the key(s).
5. I understand and agree that violation of this agreement and IAD O&I 6-4-2, current series, will render me responsible for the expenses of a relock for the affected areas.

I certify that I have read the above responsibilities, am aware of the Orders and Instructions applicable to my possession of an Airport issued key and been provided the opportunity to have my questions answered. I further understand that failure to comply with any applicable security procedure may result in revocation of my Identification Badge or key(s).

Signature: _____ Date: _____

Authorized Key Requestor:

Name: _____ Title: _____

Phone number: _____ Email: _____

As the Authorized Key Requestor for the entity identified above, I hereby request that the following keys be made for this individual:

CRITICAL INFRASTRUCTURE KEY

- MT Key (Specify rooms below)
- 2CDC5 Key
- 2DAAB4 (Electrical Vaults)
- 2DAAB3 (Int. / Ext. Electric Shared Access)
- 2CC7 (Firing Range)
- 2D (Eng. Master)
- 1A1 (Roof Access)
- 2CGA through 2CGE (Cargo 1-6) indicate below
 - o Cargo 1 | 2 | 3 | 4 | 5 | 6

SECURITY CONTROLLED KEY

- ELECTRONIC KEY ("CLIQ KEY")
Note: An Electronic Key Access Request form must accompany this request form.
- GRAND MASTER ("Z") KEY – Restricted to MWAA Personnel only.
Note: A Memo of Authorization signed by the Airport Manager must accompany this request form.

I certify that there is a specific operational need for the applicant to have the key(s) as marked to perform his/her duties as noted below:

Signature: _____ Date: _____

Airports Authority Use Only - Security Controlled Key Request approval	
Approved by: _____	Date: _____