

MEMORANDUM

TO: All Airlines, Tenants, Government Entities & Limousine Operators

FROM: Richard L. Duncan, CPP
Director of Security

DATE: May 27, 2011

SUBJECT: Company Insurance & Documentation Requirements

The Department of Aviation Security Division would like to remind all Authorized Signatories and sponsoring agencies of the City of Atlanta's company insurance and documentation requirements. It is imperative that all paperwork is completed accurately and forwarded to the Security Division by each company in a timely manner.

The *Certificate of Liability Insurance* (ACORD Statement) must be current and reflect the following information (see sample attached):

- General Liability Insurance
 - General Aggregate of \$1,000,000
- Automobile Liability Insurance – if vehicle access is required
NOTE: Excess Liability/Umbrella can be combined with Automobile Liability Insurance to meet required amount.
 - Combined Single Limit of \$10,000,000 *or*
 - Excess Liability/Umbrella - Aggregate of \$10,000,000 *or*
 - Any combination of the two types of insurances totaling \$10,000,000

In addition, the following documentation must be presented at the *New Company & Authorized Signatory (AS) Orientation* (see AS Processing Checklist attached):

- Sponsorship Letter
 - Must be renewed & forwarded to the Security Division on an annual basis
- AS Appointment Letter
- Federal Tax Identification Number (EIN)
- Certificate of Insurance
 - See sample attached
- Airside Operating Permit (AOP) – if applicable

NOTE: Companies will not be allowed to attend the initial orientation training, if any documentation requirements are missing!

If you have any questions, please contact the Security Division via email at SecurityID@Atlanta-Airport.com. We thank you in advance for your support of the Airport Security Program.

RLD:JL;ac





Authorized Signatory (AS) Processing Checklist

*All documents/items listed below are required for the New Company Orientation!
Companies will not be allowed to attend training if any item(s) is missing!*

✓ Sponsorship Letter

- Printed on sponsor's company letterhead
- List activity to be performed, duration/location of project
- Sub-contractors must have letter from contractor & tenant

✓ Authorized Signatory Appointment Letter

- Printed on company letterhead & signed by company management
- List individual to serve as Authorized Signatory (AS)

✓ Federal Tax Identification Number (EIN)

- Required for badge/audit billing purposes

✓ Certificate of Insurance

- General Liability of \$1 million
- Vehicle access required – Automobile Liability of \$10 million (Excess Liability/Umbrella can reflect required amount)
- Expiration dates must be current
- CITY OF ATLANTA must be listed as an additional certificate holder (68 Mitchell Street, Atlanta, GA 30320-2509)

✓ Airside Operating Permit (AOP) – If applicable

- Completion of AOP via airport website prior to New Company Orientation
- Payment of \$50 to activate permit
- Apply online at: <https://secure.atlanta-airport.com/AirsidePermit/>