

**MEMORANDUM**

**TO:** All companies currently approved for Escort Rights

**FROM:** Richard L. Duncan, Director of Security 

**DATE:** March 9, 2011

**SUBJECT: Updated Escort Privilege Request Process**

The Security Division has updated its process for **Escort Privilege requests**; it is imperative that all companies currently approved for escort rights familiarize themselves with the new procedures listed below.

Company Authorized Signatories (AS) may request individual Escort Privileges by submitting a justification letter to the Security Division's Access Control Section via e-mail at [accesscontrol@atlanta-airport.com](mailto:accesscontrol@atlanta-airport.com). This letter must justify the need for the individual(s) to have Escort Privileges and authorization to have the "E" designation printed on their badge. In addition, the following information must be included: the individual's full name; position title; and existing badge number (if applicable).

The submitted Escort Privilege request will be reviewed, and if approved an Escort Privilege Approval Letter containing the approved individual(s) will typically be sent to the company's AS via e-mail within a 24 to 48-hour period. The AS is responsible for providing a copy of the Escort Privilege Approval Letter to each individual listed along with a current badge application form (marked for upgrade) and two government-issued forms of identification for badge processing. The upgrade transaction will be subject to the current "badge upgrade" fee.

**Please note that the Escort Privilege Request process differs from the Daily Escort Request form.** Daily Escort Request forms are used to obtain approval for a specific escort event by authorized employees that already have the "E" designation printed on their badge. The Daily Escort Request forms should be sent to [securitycompliance@atlanta-airport.com](mailto:securitycompliance@atlanta-airport.com). For additional information, please visit the Compliance Enforcement section of our airport website at [http://www.atlanta-airport.com/Business/Security/security\\_compliance.aspx](http://www.atlanta-airport.com/Business/Security/security_compliance.aspx)

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