



# Department of Aviation – Security Division

## Escort Request Form

\_\_\_\_\_ is requesting authorization to escort representatives from  
 \_\_\_\_\_  
 Company requesting to escort

\_\_\_\_\_ The representative(s) from this company need to be escorted  
 \_\_\_\_\_  
 Company being escorted

through (check appropriate box):      **Gate 59**      **Security Screening Checkpoint**      **Other:** \_\_\_\_\_

Intended destination: \_\_\_\_\_

Purpose of visit: \_\_\_\_\_

Date of actual escort: \_\_\_\_\_ Duration of escort (# of days or hours): \_\_\_\_\_

Number of persons being escorted: \_\_\_\_\_ Number of vehicles being escorted: \_\_\_\_\_

Names of individuals being escorted: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Fax or e-mail: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

DOA Security Personnel

**Escorting guidelines:**

- **Escorting is not allowed for long term or frequently reoccurring work.**
- **Escorting may be approved for individuals requiring access to the SIDA or Sterile areas (concourses) for duration of 3 days or less.**
- Individuals requiring access for more than three days must apply to receive an ATL badge.
- The maximum number of persons that can be escorted by 1 badged ATL person is 5.
- The maximum number of vehicles that can be escorted by 1 badged ATL person with drivers' authorization is 2.
- Escort should include the max. number of people and/or vehicles that can be escorted by one person.
- The individual performing escorting duties must maintain positive control over the person(s) being escorted at all times while in the restricted areas. Positive control is defined as line of sight visibility and the ability to provide verbal instructions to the person being escorted and that person hear and carry out the instructions.
- A copy of this approved form must be available upon request to verify authorization for escort while in the restricted areas.
- Individuals who fail the Security Threat Assessment (STA) for badging are not allowed to be escorted. Violations will be handled accordingly.

DOA Security maintains the authority to modify or revoke the authorization of anyone being escorted if violations are found or the security posture of the airport changes. **A minimum of 24 hours advance notice is required for all escort approval.**

**Please send this completed form by email to [securitycompliance@atlanta-airport.com](mailto:securitycompliance@atlanta-airport.com) or fax to (404) 762-3737 and provide a fax number or e-mail address for response.**

Please contact the Aviation Security Manager, at (404) 530-6667 or the on call Security Representative at (404) 561-6416 if you have any questions.