

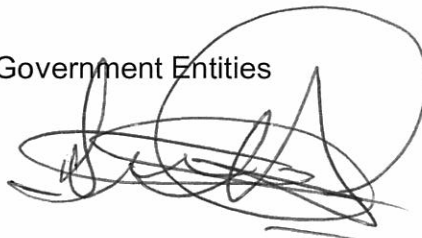
MEMORANDUM

TO: All Airlines, Tenants, Contractors, & Government Entities

FROM: Jan Lennon
Interim Director of Security

DATE: December 6, 2011

SUBJECT: Incomplete Security Identification Badge Application Forms



The Department of Aviation Security Division would like to remind all Authorized Signatories and employees that Security Identification Badge Application Forms, that are not completed in their entirety, will be rejected from processing and voided. Applicants will not be allowed to complete the form in the Security Office; therefore, any voided forms must be returned to the Authorized Signatory for corrections.

It is **mandatory** that Authorized Signatories review each applicant's Security Identification Badge Application Form prior to signing the appropriate section labeled "Authorized Signatory." Signing the applicant's form certifies that all information has been reviewed and verified.

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

JL:th:ac

