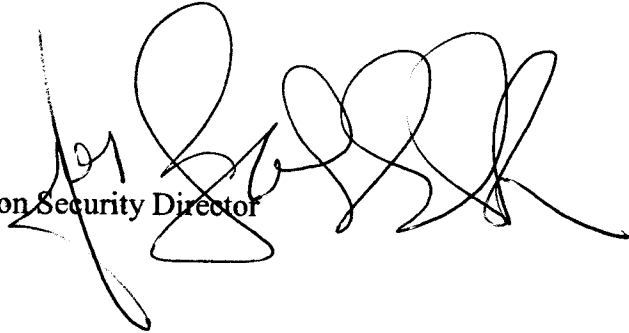


Shirley Franklin
Mayor

Benjamin R. DeCosta
Aviation General Manager

MEMORANDUM

TO: The Airport Community
FROM: Richard L. Duncan, Aviation Security Director
DATE: November 24, 2008
SUBJECT: Security Forms available on line at H-JAIA Website



Hartsfield-Jackson Atlanta International Airport's website, www.Atlanta-Airport.com, has been redesigned and was successfully launched on October 31, 2008. For your convenience, the Department of Aviation Security Division has posted all publications online for easy access. You may now print all official forms through the website and bring them to the Security Division for processing. This includes the following forms:

- Security Identification Badge Application
- Security Badge Return Form
- Criminal History Records Check Application (Fingerprint Application)
- SIDA Vehicle Access Permit Request Form
- Company Information/Authorizing Agent Form
- DOA Security Escort Request Form

Please follow these steps to access our website.

1. Log on to the H-JAIA website via the Internet at www.Atlanta-Airport.com.
2. Place your cursor over "Business Information" and select "Airport Security Services."
3. Click on "Forms" to access all publications.

For your convenience, we have also posted additional information relating to our processes. A list of acceptable documents, an Authorizing Agent Processing Checklist, and the New Company Orientation Presentation may also be accessed through our link.

If you have any additional questions regarding the Security Division's online forms, please contact the Security Division at 404-530-6667 or SecurityID@Atlanta-Airport.com.

RLD:jlw

