

MEMORANDUM

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

FROM: Jan Lennon
Interim Director of Security

DATE: September 27, 2011

SUBJECT: Sponsorship Letter/Approval Updates

Effective September 27, 2011, the Department of Aviation Security Division will only accept sponsorship letters with approval authorization from the following entities/organizations:

- 1. The Department of Aviation**
 - a. Atlanta Police Department (APD)
 - b. Concessions
 - c. Ground Transportation (GT)
 - d. Planning and Development (P&D)
 - e. Properties
- 2. Transportation Security Administration (TSA)**
- 3. Airlines**
- 4. Atlanta Airport Terminal Corporation (AATC)**
- 5. TBI Airport Management**

All contractors must receive a sponsorship letter/approval on behalf of their subcontractors from one of the entities/organizations listed above. Contractors submitting letters to the appropriate sponsorship agency for approval, must use the sponsorship letter template/sample posted on the security website: www.atlanta-airport.com/business/security.

This list is not all inclusive. Therefore, exceptions will apply in some cases. **However, any exceptions to the above referenced list, must be approved by security management.**

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

