

Shirley Franklin
Mayor

Benjamin R. DeCosta
Aviation General Manager

MEMORANDUM

TO: All Airlines & Tenants

FROM: Richard L. Duncan, CPP
Aviation Security Director

DATE: June 29, 2009

SUBJECT: Updated Financial Account Procedures

Effective July 1st, 2009, the Department of Aviation Security Division will establish updated financial account procedures for all airlines and tenants receiving security services. Please see all changes below.

Advanced Payment Option

- A minimum deposit of \$1000.00 is required to open or add funds to an account.
- Companies requesting vehicle permits will no longer have the option of placing funds on an account – all other methods of payments will continue to be accepted.
- Separate checks must be written for Badging and Fingerprinting services.

Company Checks

- Company checks must be written out to the "City of Atlanta."
- Checks dated older than 60 days will not be accepted.
- Checks must display the company's full mailing address.
- The numerical amounts must match the written amounts.
- Checks must display a signature.

The Debit/Credit Card option is currently still under review and will be available for all customers within the next 30-60 days. Be advised that another notification will be sent to all companies with final details on this process.

Also, please be reminded that **effective July 1st, 2009 we will no longer accept cash as a method of payment** for any security services rendered in our office. This includes fingerprints, badges and vehicle permits.

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

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