

**DESIGNATED CERTIFICATION OFFICIAL LETTER**

( ) RONALD REAGAN WASHINGTON NATIONAL AIRPORT  
and/or  
( ) WASHINGTON DULLES INTERNATIONAL AIRPORT

**DATE:** \_\_\_\_\_

**MANAGER, AIRPORT OPERATIONS DEPARTMENT, MA-110  
RONALD REAGAN WASHINGTON NATIONAL AIRPORT (DCA)  
WASHINGTON, DC 20001**

**MANAGER, OPERATIONS DIVISION, MA-210  
WASHINGTON DULLES INTERNATIONAL AIRPORT (IAD)  
DULLES, VA 20166**

**Dear Sir:**

The purpose of this letter is to advise you that \_\_\_\_\_  
will be engaging in activities on behalf of \_\_\_\_\_  
as described below at the airport identified above and hereby requests authorization to apply for security  
identification badges.

The following activities are to be conducted in the described areas of the airport:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To fulfill the requirements of the Airport Security Program and Orders and Instructions (O&I) ( ) DCA 6-4-4  
and/or ( ) IAD 6-4-1, as amended, the following individual(s) are designated as certification official(s) as of  
the date of this letter, are vested with the authority to act on behalf of the company, and are authorized and  
empowered to legally bind the company by their signature.

NAME	BADGE #	PHONE #	EMAIL ADDRESS

The above-named individuals(s) are familiar with the Airport Security Program and applicable Airport rules and regulations. They will supervise the verification of employment history for anyone for whom they request access to the restricted areas of the Airport, and will ensure that all employee's who are issued Airport ID badges comply with the rules and regulations. \_\_\_\_\_ will ensure that a strict accounting of all ID badges is maintained, to include prompt reporting of any lost badges and return of ID badges upon termination or transfer of any employee.

I understand that all Airport ID Badges are and remain property of the Metropolitan Washington Airports Authority and that failure on the part of my company or employees to abide by Airport rules and regulations may result in penalties including but not limited to fines, revocation of access privileges, confiscation of Airport ID Badges, or other penalties as identified in the Orders and Instructions.

As a condition of any employee for \_\_\_\_\_ applying for an Airport ID Badge, I agree that any Transportation Security Administration fine levied against the Airport as a result of the actions or omissions of anyone for whom one of the certification official (s) has requested access to the restricted area of the airport will be paid by \_\_\_\_\_.

I certify that I have authority to bind \_\_\_\_\_ to this agreement.

**Sincerely,**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

### **Certification Official Signature Sample**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_