

## Checklist B:

This list is for businesses or organizations working for or sub-leasing from existing IAD business or organizations, such as airlines or concessionaires. Contractors seeking an IAD Work Permit should use this list. Companies looking to provide services to airlines and needing a Commercial Aviation Services Permit should use this list.

Gather, complete, and submit the documents below.

1. [Sponsor Letter](#) Document provided by the appropriate corporate entity (such as an airline) on that company's letterhead, verifying scope of business relationship. Where applicable, a contract number should be included.
2. Designated [Certification Official's Letter](#). This letter designates the company's Certification Official(s) whose is responsible for verifying the information on each employee's badge application subsequently submitted by that organization.
3. [Access Request Form](#) for jobs needing AOA access authorization.

For information or assistance on obtaining a construction work permit please contact Engineering Division Manager at 703-572-2800.

For information or assistance on obtaining a Commercial Aviation Services Permit please contact Airport Administration at 703-572-2900.