

Checklist C:

This list is for agencies or organizations working for the state or federal government.

Gather, complete, and submit the documents below.

1. [Sponsor Letter](#) signed by the Airport Security Coordinator.
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.