

Checklist A:

This list is for businesses or organizations working for or leasing directly from MWAA.

Gather, complete, and submit the documents below.

1. [Sponsor Letter](#) Document provided by the appropriate department on MWAA's letterhead, confirming the scope of the 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.