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.