



ESCORT AUTHORITY ACCESS REQUEST FORM

Authorized Signers must justify all escort authority requests for applicants with SIDA Identification media badges by completing this form. Applicant must meet all criteria as directed and submit this request to the MSY Airport Security Office.

SECTION I: APPLICANT INFORMATION

Please Print

Applicant Name: _____ Date: _____

Applicant Badge #: _____ Badge Color: _____

Company Name: _____ Work #: _____

Access Level: SIDA AOA PUBCLR

SECTION II: TO BE COMPLETED BY THE AUTHORIZED SIGNATORY

As the Authorized Signatory on file with MSY Airport, I certify that the above named applicant has a need to execute their employment related duties relative to operations, customer service, contractual obligations, or maintenance activities has a need to obtain escorting privileges. It is the Authorized Signatory responsibility to immediately remove "E" from the ID badge of the above named applicant upon notification that the applicant no longer has an operational need to escort.

Print Name of Authorized Signer: _____

Authorized Signer Signature: _____

FOR SECURITY PERSONNEL USE ONLY

Date Assigned

Expiration Date

Issued By

REQUIREMENTS ASSOCIATED WITH ESCORTING

Please initial each line item.

- _____ 1. **All MSY Badge holders are subject to screening at all times.**
- _____ 2. Escorting may be approved for individuals requiring access to the SIDA or Sterile areas (Concourses) for duration of three days or less.
- _____ 3. Individuals requiring access for more than three days must apply to receive an MSY badge.
- _____ 4. The maximum number of persons that can be escorted by 1 badge MSY person is 6.
- _____ 5. The maximum number of persons that can be escorted by 1 badge MSY person with drivers' authorization is 4.
- _____ 6. The individual performing escorting duties must maintain positive control over the persons(s) being escorted at all times while in the restricted areas. Positive control is defined as line of sight visibility and the ability to provide verbal instructions to the person being escorted and that person hear and carry out the instructions.
- _____ 7. Individual who fail the CHRC and STA for badging are not allowed to be escorted. Violations will be handled accordingly.
- _____ 8. I have read and understand all of the operating requirements associated with the Escort Authority Identification Badge.
- _____ 9. I further acknowledge that any violation of these procedures may result in a fine or full loss of my Airport escort privileges.

MSY Security maintains the authority to modify or revoke the authorization of anyone being escorted if violations are found or the security posture of the airport changes.