



DETROIT METROPOLITAN WAYNE COUNTY AIRPORT AIRPORT SECURITY

ACCESS CHANGE REQUEST FORM

Use this form:

- For requesting additional access for an individual or entire company
- For updating an individuals Job title, which could include additional access
- To replicate access of an existing company or individual, include the details in the Justification section.

Please fill in all spaces as incomplete requests may delay access or result in disapproval.

- Fax or email completed form to the Credentials Office. Fax: (734) 942-3814 email: security.credentials @wcaa.us
- Credentials Office staff will review the request and the justification provided.
- Allow up to one (1) full business day for review, approval/denial and processing.
- Please direct questions regarding access level changes or requests to a Credentials Manager at (734) 942-3606.

Please Type or Print Clearly	
Full Name of Authorized Signer:	Phone/Cell #:
Company Name:	Request Date:
Card Reader Door or Gate Numbers Requested:	
Name and Badge Number of the individual(s) for which the request is being made or Company name:	
Date Range or Duration for the Request:	
For Duration of Employment	Temporary (dates from/to)

Justification For Access Change or Request
(A detailed description and operational need for access is necessary. Include job title changes here)

Authorized Signer Approval: Signature: _____

E-mail Address: _____

AIRPORT SECURITY USE ONLY:

Authorizing Security Manager _____	Request Completed By: _____
Approved/Disapproved: _____	Date: _____
	Date: _____