



**DETROIT METROPOLITAN WAYNE COUNTY AIRPORT
AIRPORT SECURITY**

EMPLOYEE PARKING ACCESS REQUEST/CHANGE FORM

Company Name: _____ Phone: _____

Employee Name: _____ Employee Badge #: _____

Action Requested

- Cancel all employee parking access for above individual.
- Add South Employee Lot Parking to above individual.
- Add North Employee Lot Parking to above individual.
- Change Parking Access from the North Employee Lot to the South Employee Lot.
- Change Parking Access from the South Employee Lot to the North Employee Lot.
- Other: _____

You will be billed for the entire month regardless of the duration of time the employee was authorized (no pro-rated billing). Changes from the North lot to the South lot will still incur the \$45.00 fee for the month.

AUTHORIZING SIGNATURE

PRINT NAME

DTW BADGE #

DATE

PHONE #

Employee parking is billed monthly to the company billing address on file with the Airport's Finance Office.

The following billing rates apply:

South Employee Lot - \$45.00 per month per employee

North Employee Lot - \$45.00 per month per employee

AIRPORT USE ONLY

Authorizing Security Manager: _____

Request Completed By: _____

Date: _____

Date: _____