



ATLANTA AIRLINES TERMINAL CORPORATION  
HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT

**KEY CHECK OUT AUTHORIZATION FORM**

TO: TENANTS & CONTRACTORS

SUBJECT: KEY CHECK OUT PROCEDURES

To maintain control of all keys checked out from the AATC Communication Center the following procedures will apply:

1. Keys will only be checked out to persons who have been previously authorized by their managing entity.
2. Keys checked out via the above authorization will remain the responsibility of the authorizing agent.
3. Persons checking out keys from AATC Communication Center will be required to leave their DRIVER'S LICENSE until the key(s) are returned.
4. The expiration date on the "ATL" badge will also serve as the end date for access, renewal of privileges is required.
5. Keys checked out via the above authorization are not to leave airport property.
6. Persons checking out keys from AATC Communication Center will be required to return them within a 24 hour period.

The persons listed below are authorized to check out keys from AATC to enable them to conduct airport business. I agree to reimburse AATC for costs associated with keys that are lost and/or key cores, which may need replacing due to keys being lost.

**AUTHORIZED PERSON**

**CONTRACTOR PHONE #**

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Authorized: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Office # : \_\_\_\_\_

Cell #: \_\_\_\_\_

**\*\*For Contractors:**

Project name \_\_\_\_\_

Project # (P&D or WBS): \_\_\_\_\_

Project name \_\_\_\_\_

Project # (P&D or WBS): \_\_\_\_\_

Please return to the AATC Communications Center for processing.  
[CommCenter@aatc.org](mailto:CommCenter@aatc.org)

Attach a copy of each authorized person's SIDA Badge.  
If you have any questions please call 404-530-2112 for assistance.