



Key Checkout Authorization Form

To maintain control of all keys checked out from the AATC Communications Center, the following guidelines will apply:

- Keys will only be checked out to persons who have been authorized by the authorized signatory of their managing entity and approved by AATC Leadership.
- Keys checked out to persons on this authorization will remain the responsibility of the authorizing agent.
- Persons checking out keys from AATC Communications Center may be required to leave their driver’s license or other identification until the key(s) are returned.
- The expiration date on the ATL SIDA badge will also serve as the end date for access; renewal of privileges is required.
- Keys checked out from the AATC Communications Center are NOT to leave airport property.
- Persons checking out keys from AATC Communications Center will be required to return them within a 24-hour period unless special permission is granted from AATC Leadership.

	Authorized Person	Contact Phone Number	Email
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Attach a copy of each Authorized Person’s ATL SIDA badge

The persons listed on this form 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 By: _____
Print/Type

Authorized By: _____ Date: _____
Signature (digital signature accepted)

Title: _____ Company: _____

Email: _____ Cell Phone Number: _____

For Contractors:

Project Name: _____ Project # (P&D or WBS): _____

Contact an AATC Comm Center Supervisor for assistance: CommCenter@aatc.org or 404.530.2112



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