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ATLANTA AIRLINES TERMINAL CORPORATION KEY AND / OR LOCK REQUEST FORM

CURRENT DATE:

WO#

AUTHORIZED REQUESTOR:

REQUESTING COMPANY/TENNANT:

FACILITY/CONCOURSE:

DOOR #:

CONTACT FAX #:

CONTACT #:

EMAIL:

REASON FOR REQUEST:

BROKEN / DAMAGED

LOCK CHANGE

LOST KEYS

CORE CHANGE

EXTRA KEYS

PERMANENT CHANGE

CONSTRUCTION PROJECT

TEMPORARY CHANGE

DATE:

OTHER (EXPLAIN)

KEYS TO BE REQUESTED:

Key#:

Quantity:

Key#:

Quantity:

Key#:

Quantity:

Key#:

Quantity:

LOCK CHANGES TO BE REQUESTED:

Quantity:

Details:

Signature	Print Name	Date
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Duty Manager Approval Signature	Print Name	Date
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Pick-up Signature	Badge Number	Date
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Contact an AATC Comm Center Supervisor for assistance: KeyAuthorization@aatc.org or 404.530.2112

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