Authorized Signer Template

PLEASE USE THIS FORMAT ON YOUR COMPANY LETTERHEAD
(DATE)

Airport Operations Department/ID Office
Sarasota Bradenton International Airport
6000 Rick Piccolo Circle
Sarasota, FL 34243

RE: AUTHORIZED SIGNATURE FOR (*insert company name here*)

To Airport Operations:

The persons listed below are principal representatives of **(*COMPANY NAME*)** and will review and approve all requests from **(*COMPANY NAME*)** for Sarasota Bradenton International Airport ID Badges. No other signatures may be honored. A fingerprint-based criminal records check (CHRC) and Security Threat Assessment, as required by the Transportation Security Administration (TSA), must be successfully completed on the individuals listed below, who clearly understand the requirements of the ID Badge Program and will assume all responsibilities associated with being an authorized signer. Initial SIDA training is also required for those individuals and will be completed as necessary. You will be notified in writing of any changes to this authorization letter.

Sincerely,

_____ _____
(AUTHORIZING MANAGER'S PRINTED NAME) **(Title)**

_____
(AUTHORIZING MANAGER'S SIGNATURE)

AUTHORIZED SIGNER(S):

_____ _____
(PRINTED NAME #1) **(TITLE FOR NAME #1)**

_____
(SIGNATURE OF NAME #1)

_____ _____
(PRINTED NAME #2) **(TITLE FOR NAME #2)**

_____
(SIGNATURE OF NAME #2)