[Company Letterhead with Logo & Address Required]

Boise Airport Credentialing Office  
3201 Airport Way, Suite 1000  
Boise, ID 83705-5096

Date:

To Whom It May Concern:

[COMPANY NAME] has contracted with [ABC COMPANY] to provide [describe services being provided]. This contract requires [COMPANY NAME] personnel to access the:

☐ SIDA Area ☐ Sterile Area ☐ General Aviation Area (Select one.)

The following individual(s) are appointed as Authorized Signatory Authority for [COMPANY NAME]. These individuals are authorized to endorse unescorted access media applications for our company employees.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signatory Name | Email | Phone Number | Address | Wet Signature |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Compliance Requirement**

Signatory status must be actively maintained. Failure to do so will result in company deactivation along with all active badges. A Notice of Violation (NOV) penalty will be issued for non-compliance, and a $25.00 reactivation fee per badge will apply.  
  
Any badge suspended for more than 7 days may require fingerprint resubmission at an additional cost of $41.00 per person.

Respectfully,

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[Name] [Date]  
General Manager / Authorized Executive