



AIRPORT SECURITY AUTHORIZED SIGNATORY INFORMATION BOOKLET



Airport Security

Authorized Signatory Information Booklet

I attended class on ___ / ___ / ___ (today's date)

Authorized Signatory recurrent training is required and will be administered through interactive Computer Based Training (CBT) kiosks or via the recurrent online training during the Authorized Signatory's Airport ID badge renewal.

Information contained in this booklet is subject to change. The Airport Security Office will share changes and updates through Authorized Signatory email.

Always feel free to contact the Airport Security Office at (303) 342-4300 for any questions you may have.

August 20, 2025



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AUTHORIZED SIGNATORY REQUIREMENTS

An Authorized Signatory is designated for each company participating in the Airport Security Program. Primary responsibilities include but are not limited to:

- Overseeing the background check process for all employees; and
- Signing and certifying the accuracy of all applications and forms submitted to Airport Security; and submit badge requests electronically via the Identity Management System (IDMS) Web Portal.
- Ensuring all Airport Identification Badges are cancelled and returned immediately upon separation of employees from the company; and
- Maintaining appropriate access levels for employees; and
- Complete and request Vehicle Permitting Form (if applicable); and
- Responding to Airport Security and TSA audits; and

Ensuring company applicants are trained on and remain compliant with the Rules and Regulations Governing the Denver Municipal Airport System to include any and all new security changes and regulatory requirements.

All Authorized Signatories must:

- Attend an Authorized Signatory class annually (completed during badge renewal for existing Signatories). To schedule a “New” Authorized Signatory class contact Airport Security at Authorized.Signatory@flydenver.com.
- Maintain an “active” Airport ID badge at all times.
 - If your Airport ID badge is not valid, YOU CANNOT SIGN forms or submit badge requests via the IDMS Web Portal!
- Airport ID badges must be terminated immediately upon employee separation. Immediate termination of the Airport ID badge is critical, as the purpose is to remove the possibility of the employee (or someone else) using the Airport ID badge in our Access Control System. This system is critical to protecting our security posture.
 - Terminating Airport ID badges can be accomplished twenty-four hours per day / seven days per week at:
 - (303) 342-4300 during normal business hours (6:45am-4:30pm Mon-Fri)
 - (303) 342-4210 after normal business hours
 - Authorized signatory IDMS Web portal (Suspend and contact Airport Security to terminate)
 - Airport ID badges/Security keys must be returned to Airport Security immediately after the employee no longer works within the Public, Controlled, Sterile, or Secured areas at DEN.
 - Return terminated Airport ID badges to either badging office (Satellite Badging Office or Main Badging Office near Gate A-46) during business hours (6:45am-4:30pm) or, return terminated Airport ID badges to the Drop Box located outside of the Airport Office Building (AOB) glass doors after business hours. (Security keys must be returned to the office during business hours)



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- Develop a company plan (off boarding policy) to ensure Airport ID badges are cancelled & returned to Airport Security immediately when an employee separates from the company.
- Product(merchandise/consumables) deliveries into the Sterile Area must be submitted for inspection at a designated Freight Elevator. Please see the guard elevator hours and location map via the authorized signatory IDMS Web portal.
- Comply with all Airport Security related audits
- Maintain a current Authorized Signatory Designation Form at all times.
- The Senior Company Manager for each company will designate an Authorized Signatory who will become the key player(s) involved with Airport Security issues.
 - A new form must be submitted before a new authorized signatory is able to attend authorized signatory training, for any changes (new, removal and addition).
 - Up to five (5) Authorized Signatories are allowed per company/division.
- Have an email address that is unique to the Authorized Signatory.
- Ensure all forms that you submit are properly completed and signed.



SENSITIVE SECURITY INFORMATION (SSI)

Sensitive Security Information (SSI) is information that, if publicly released, would be detrimental to transportation security, as defined by Federal regulation 49 C.F.R. part 1520 (http://www.tsa.gov/sites/default/files/ssi_best_practices_guide_for_non-dhs_employees.pdf).

Although SSI is not classified information, there are specific procedures for recognizing, marking, protecting, safely sharing, and destroying SSI. As persons receiving SSI in order to carry out responsibilities related to transportation security, you are considered “covered persons” under the SSI regulation and have special obligations to protect this information from unauthorized disclosure.

SSI Requirements

The SSI regulation mandates specific and general requirements for handling and protecting SSI.

- **You Must – Lock Up All SSI:** Store SSI in a secure container such as a locked file cabinet or drawer (as defined by Federal regulation 49 C.F.R. part 1520.9 (a)(1)).
- **You Must – When No Longer Needed, Destroy SSI:** Destruction of SSI must be complete to preclude recognition or reconstruction of the information (as defined by Federal regulation 49 C.F.R. part 1520.19).

You Must – Mark SSI: The regulation requires that even when only a small portion of a paper document contains SSI, every page of the document must be marked with the SSI header and footer. (As defined by Federal regulation 49 C.F.R. part 1520.13). Alteration of the footer is not authorized.



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AIRPORT SECURITY BADGING OFFICES

Both locations are closed for all observed City holidays. See office closures at https://www.flydenver.com/about/badging/badging_office_locations_hours_and_directions.

Main Badging Office (MBO)

8500 Peña Boulevard, Denver, CO 80249
Concourse A, Near Gate A-46, Level 4

Hours of Operation:

6:45 a.m. – 4:30 p.m. M-F

Please allow one hour for security training

Please allow two hours for security and driving training

Closed on City observed holidays

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Satellite Badging Office (SBO)

Airport Security Satellite Badge Office is for:

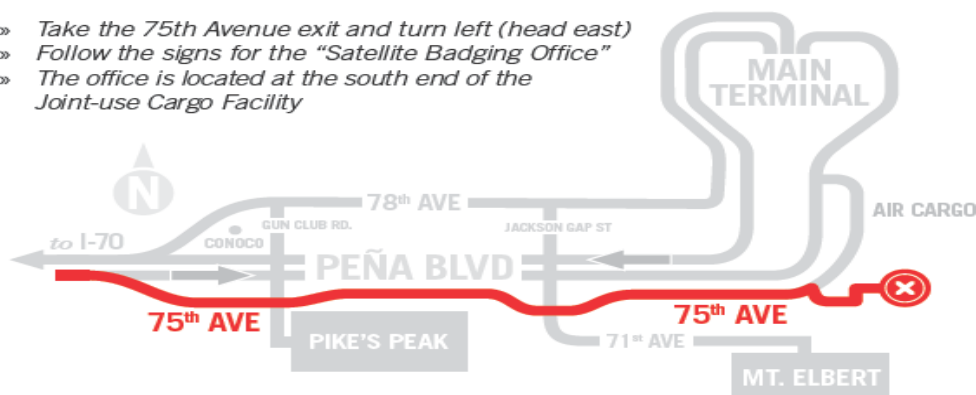
- Employees applying for a Denver International Airport ID badge for the first time, and all ground transportation badging
- Fingerprint appointments
- New company participant meetings
- Dropping off vehicle permits, applications, etc.

Where:

Satellite Office
7640 Undergrove Street, Unit A
Denver, CO 80249
(not mailing address)

**Free parking available for Airport Security Badging Office patrons*

- » Take the 75th Avenue exit and turn left (head east)
- » Follow the signs for the "Satellite Badging Office"
- » The office is located at the south end of the Joint-use Cargo Facility



Hours of Operation:

6:45 a.m. – 4:30 p.m. M-F

Please allow one hour for security training

Please allow two hours for security and driving training

Closed on City observed holidays

****No cost bus transportation is available between the Main Terminal and the Satellite Badging Office. Call 720-388-7675 for more information and operating schedules – when prompted, enter stop #508.**



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AIRPORT SECURITY FORMS AND HELPFUL RESOURCES

Please use the following links to access the forms.

- www.flydenver.com/badging (public website)
- <https://idms.flydenver.com/> (Authorized Signatory Portal - Multi-Factor Authentication Required)

Forms

- Access Change Form
- Authorized Signatory Designation Form
- Fingerprint Certification for Air Carrier Employee
- Standard Participant Sponsorship Agreement
- Link to Acceptable I-9 documents
- Privacy Act Notice
- Sponsorship Certification Form
- Sterile Area-Secure Area Access Request Form
- Translation Assistance Accountability Form
- Vehicle Permitting Form
- Authorized Signatory Initial Training Certification Form

All forms are also available at either Airport Security Badging Offices and can be scanned into an email.

All forms require an active Authorized Signatory signature



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Standard Participant Sponsorship Agreement

All sponsored companies conducting business at DEN are required to have a Standard Participant Sponsorship Agreement on file with Airport Security with each company they conduct business with. The sponsorship establishes that a vendor or contractor has legitimate business at the airport.

- New companies must specify access level (s) and what access should be attached to the access level (s) and if driving and escorting privileges are required.
- Sponsoring Company's Authorized Signatory must notify the Airport Security **in writing immediately** upon Sponsorship termination.
- Renewing Sponsorships are certified through the Participant Sponsorship Certification Form. This form must be completed by the sponsoring company.

Access Change Forms

- Adding or removing access to the company or access level.
- Provide card reader number(s) and justification for request.

Vehicle Permitting Form

Authorized Signatories should scan the new form to DEN.RFID@flydenver.com

- Requests and notification of approval via email will be processed within five (5) business days.
- Driver Familiarization and Certificate of Insurance must be submitted and approved for all companies before Vehicle Permitting requests will be processed. Any vehicle request submitted before these requirements are completed will be denied and the forms will have to be resubmitted at a later date.
- Copy of current and valid vehicle registration for each vehicle is required when submitting a Vehicle Permitting Form.

Sterile Area/Secured Area Access Requests

- Required to be completed for unbadged individuals that are conducting "official airport business," in the Sterile Area and/or requesting approval for unbadged individuals to be escorted in the Secured Area in one of two ways:
 - 1) Request is submitted by the Authorized Signatory using the IDMS Web Portal by the Authorized Signatory
 - 2) Request is submitted by a badgeholder that is not an Authorized Signatory using the Sterile/Secure Access Form. Must be submitted 48 business hours in advance for approval.



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FINGERPRINTING AND BADGING

- Name of applicant being submitted electronically via the authorized signatory IDMS Web portal must match the government issued identification's being presented. Supporting documents linking the name together if they are not matching.
- Please enter all aliases for an applicant when submitting an Airport ID badge request electronically via the authorized signatory IDMS Web portal. This would include any name used on a legal document, e.g. maiden name.
- Before Visit 1, must review the disqualifying offenses with the new applicant.
- Applicants must complete the Disqualifying Criminal Offense Acknowledgements (DQ Acknowledgements) online prior to scheduling an appointment for Visit 1.
- Applicants with disqualifying criminal offenses, awaiting judicial proceedings, or a felony conviction within ten (10) years will be disqualified.
- All applicants must have a valid unique email address.

NEW AIRPORT ID BADGE HOLDERS

- Authorized signatory will submit new badge request electronically via the Authorized Signatory IDMS Web portal.
- Employee will go to badging office for fingerprinting with original documents or certified copies of unexpired government-issued identification and work authorization:
https://www.flydenver.com/sites/default/files/badging/badging_Acceptable_IDs.pdf
- To schedule an appointment for fingerprinting and badging go to <https://www.flydenver.com/badging>.
- Application is valid for 30 days from the date of submission by the Authorized Signatory.
- Applicant is fingerprinted and Authorized Signatory and the Applicant will be notified via email once the Criminal History Records Check (CHRC) and the Security Threat Assessment (STA) have both cleared. If you have not heard anything after five (5) business days, please contact our office at denbackgrounds@flydenver.com. This information will only be given to an approved Authorized Signatory.
- Once you have been notified of the clearance, please ensure your employee comes in as soon as possible. Fingerprints are only valid for forty-five (45) days from the date of fingerprinting.
- If an employee is disqualified from receiving a badge due to the results of their CHRC, they will be informed via mail within 30 days of their disqualification. Any attempt to contact the airport or appear in person will be turned away.
- All Airport ID badge holders with companies regulated by CFR 49 Part 1542/1546 will be entered into the Rap Back Program as required by TSA.



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AIRPORT ID BADGE RENEWAL

- Airport ID badge holders can renew their badges up to sixty (60) days prior to the expiration of their current Airport ID badge.
- Authorized Signatory will submit a renewal badge application electronically via the authorized signatory IDMS Web portal.
- Badge holders will receive an email to complete the Online Renewal Training once the application has been submitted **AND** the applicant has completed the DQ Acknowledgements. Online Renewal Training is available sixty (60) days prior to the badge expiration.
- Employees come to the badge renewal with their government issued photo ID & employment authorization documents (proof of citizenship). <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>
- To schedule an appointment, go to <https://www.flydenver.com/badging>
- Applicants must successfully complete all computer-based training before the Airport ID badge is issued.
- All Airport ID badges expire at midnight on the date printed on the Airport ID badge.
- If an Airport ID badge has expired, the Airport ID badge holder may also be required to clear a new Security Threat Assessment (STA).
- If the Airport ID badge expires, the applicant may need to re-start the entire process as a new employee.



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AIRPORT ID BADGE RENEWAL FOR AIR CARRIER ONLY

- All Airport ID badge holders with companies regulated by CFR 49 Part 1544 (Air Carriers) are required to be enrolled in the Rap Back Program.
- Airport ID badge holders can renew their badges up to sixty (60) days prior to the expiration of their current Airport ID badge.
- The Authorized Signatory will submit the renewal badge application electronically via the Authorized Signatory IDMS Web Portal. The employee must complete the DQ Acknowledgements prior to renewal. The renewal badge request must include Fingerprint (FP) Case Number, Fingerprint (FP) Submission Date and Fingerprint (FP) Result Date. <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.
- Badge holders will receive an email to complete the Online Renewal Training once the application has been submitted **AND** the applicant has completed the DQ Acknowledgements. Online Renewal Training is available from sixty (60) days prior to the badge expiration.
- Employees come to the badge renewal with their government issued photo ID & employment authorization documents (proof of citizenship). <https://www.uscis.gov/i-9-central/form-i-9acceptable-documents>.
- To schedule an appointment, go to <https://www.flydenver.com/badging>
- Applicants must successfully complete all computer-based training before the Airport ID badge is issued.
- All Airport ID badges expire at midnight on the date printed on the Airport ID badge.
- If an Airport ID badge has expired, the Airport ID badge holder may also be required to clear a new Security Threat Assessment (STA).
- If the Airport ID badge expires, the applicant may need to re-start the entire process as a new employee.



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TESTING PROCEDURES

SIDA TESTING

All Applicants applying for an Airport ID badge with unescorted access to Sterile and Secure areas are required to watch, and successfully pass, the SIDA Computer Based Training (CBT):

Translation Assistance

- If the applicant needs translation assistance the Translation Accountability Form needs to be completed prior to testing. This form must be signed by a valid Authorized Signatory.
- The translator must be a DEN Airport ID badge holder.
- Translation assistance can be utilized for SIDA testing (new or renewal).
- Translation assistance is only available for SIDA training. Non-Movement & Movement driving must be completed without assistance.



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ESCORTING PROCEDURES

The City and County of Denver (CCD) is the “Airport Operator” of DEN and is regulated under Part 1542 of the Code of Federal Regulations. Under Transportation Security Administration (TSA) regulations and CCD rules, individuals “regularly” working at DEN in any capacity must obtain an Airport ID badge. Airport Security has limited the number of times an individual can obtain access into the Secured & Sterile Areas to ensure that companies/individuals are not circumventing the Airport Security Program (ASP). Companies and/or individuals who have a “demonstrated need” to access areas at DEN to conduct official airport business for a “limited” time may utilize one of the following procedures:

SECURED AREA ACCESS

Unbadged individuals may be escorted into the **Secured Area** through a City & County of Denver controlled guard gate (Gates 1, 2, 4, 5, 6, 7 & 9) following established DEN escorting protocols. Unbadged individuals are limited to being escorted **five (5) times** and will be denied escorted access into the Secured Area once that number is exceeded. Any exception to this policy requires approval from the Airport Security Coordinator (ASC).

For the Terminal/Freight Elevators, unbadged individuals must use either elevator TE-60 or TE-62 located at the Northwest corner of the terminal to access the Secured Area. A Guard is posted to log the escort and verify the identity of the unbadged individual. These are the only access points for escorting into the Secured Area from the Jeppesen Terminal. If TE-60 **and** TE-62 are out of service, TE-99 on the East side will be available. Escorting is not permitted at any other Jeppesen Terminal Elevators.

Perimeter Facilities have specific escorting procedures. The leaseholder must log the **unbadged** individual in and out and is responsible for maintaining the escort within the internal footprint of the building at all times. Any escort outside of the facility will require admittance through a Perimeter Guard Gate. For additional guidelines, reference §20.04-13 of the Denver Municipal Airport System Rules and Regulations.

NOTE: When escorting you must be in view and control of the unbadged individual at all times.



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STERILE AREA ACCESS

The Pink Visitor Badge Program is **primarily** used for unbadged individuals needing access to the Sterile Area for a demonstrated business need, excluding applicants for all badging purposes. Access is obtained through one of the TSA Security Screening Checkpoints. Once the individual successfully completes the screening process at the TSA Security Screening Checkpoint, they do not need to be escorted while in the Sterile Area.

Authorized Signatories requesting for an unbadged individual to access the Sterile Area must submit a request and be pre-approved by the Airport Security Coordinator (ASC). Unbadged individuals must be conducting “official airport business,” are limited to the issuance of **five (5)** Pink Visitor badges per year and will be denied access into the Sterile Area once that number is reached. Any exception to this policy requires approval from the Airport Security Coordinator (ASC).

Pink Visitor badges are issued at the Airport Office Building (AOB) Reception Area which is adjacent to the A-Bridge TSA Security Screening Checkpoint. The AOB Reception Area is open 7:30 am to 4:00 pm, Monday through Friday (except holidays).

If the Authorized Signatory is not available, the Sterile Area-Secure Area Access Request Form is required to be completed and submitted 48 hours in advance for approval by the Airport Security Coordinator. The form can be submitted once all required fields have been completed.

NOTE: Air Carriers who are defined by the TSA as “Aircraft Operators” are regulated under Part 1544 of the Code of Federal Regulations and will issue their own “demonstrated needs pass” based on their company policies to unbadged individuals requiring access to the Sterile Area.



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AUTHORIZED SIGNATORY IDMS WEB PORTAL

The portal is a tool for current Authorized Signatories to initiate an application electronically for an Airport ID badge (new & renewal), suspend an Airport ID badge, submit a lost/stolen/change badge request., view reports, audits (if applicable).

<https://idms.flydenver.com>

Intellisoft IDMS About Contact BOS Log in

Welcome to the IDMS Web Portal.

This website is for use by current Authorized Signers and Security Badge Office employees. Use by others is not permitted and may lead to the loss of access privileges, suspension of your ID badge, and/or other disciplinary action.

Using this portal you can:

- Create New Applications**
Create an application for a new employee.
- Check Existing Applications**
Check the background status of employees with outstanding CHRCS and STAs.
- View Additional Information**
Download forms, check expiring badges, lost/stolen badges, violations, or complete company audits.

Need Access?
To request access, please contact the ID office.

Ready to get started?
[Log in](#) to get started.

AUTHORIZED SIGNATORY Portal PASSWORD TIPS

- After a new Authorized Signatory receives training an email will be sent containing instructions on how to log into the Authorized Signatory IDMS Web Portal.
- Remember to never share your password with anyone. This includes giving anyone unauthorized access to navigate through the portal.



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BADGE AND PHYSICAL AUDITS

Airport Security will conduct unscheduled Airport ID badge and key audits of all companies at DEN. The audits will be conducted using multiple methods:

- Active Badge Audit:
 - Active Badge audits occur when Airport Security is verifying all active badges within a company. In order to complete an Active Badge audit Authorized Signatories will be required to verify their current active Airport ID badge holders via the Authorized Signatory IDMS Web Portal. Organizations at DEN will be sent a notice requiring them to complete the audit within a specified timeframe. If any discrepancies are noted in the audit, organizations must correct them within the time frame specified by Airport Security.
- To complete an onsite audit, Airport Security will visit your organization's location at DEN and verify that employees are properly displaying a valid Airport ID badge. Individuals not displaying their Airport ID badges will be issued a Violation Notice. If an individual is displaying an invalid Airport ID badge (terminated, suspended, expired) they will be escorted from the Sterile and or Secured Area. The individual will have to successfully pass their background check before they will be allowed to resume work at DEN.



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VIOLATION NOTICE PROGRAM

DEN has a comprehensive Security Violation Notice Program to enforce Part 20 of the Denver Municipal Airport System Rules and Regulations. The Program ensures that all Airport ID badge holders are held accountable for their role in maintaining a safe and secure airport operating environment. As an Authorized Signatory, you may serve as a point of contact for this Program. If a Violation Notice is issued to a member of your organization, you are responsible for taking action as recommended by the Airport Security Manager overseeing the Security Violation Notice Program.

You will receive e-mail notification if an employee with your company is issued a Violation Notice, regardless of the infraction's severity. When a "Non-Critical Violation" is issued, you will be asked to review the incident with the individual responsible for the infraction and discuss the importance of DEN's security protocols. Other circumstances will require the completion of a Violation Notice Hearing as prescribed in §20.04-8. A Violation Notice Hearing must be scheduled with the Airport Security Manager overseeing the Security Violation Notice Program when:

- A Violation Notice is issued for a "Critical" violation, §20.04-16.
- The holder of an Airport ID badge is issued a second Violation Notice which is substantively the same as another Violation Notice issued to the same individual within a two (2) year period, or
- Two (2) Violation Notices are issued to the badge holder for the same incident.

As an Authorized Signatory you may be expected to accompany your employee to the Violation Notice Hearing. Representatives from DEN Airport Security will consider all evidence supporting the Violation Notice and provide an opportunity for the badge holder to provide information concerning the Violation. The outcome of a Violation Notice Hearing is dependent upon the infraction's severity and ranges up to permanent revocation of the individual's Airport ID badge.

Questions about the Violation Notice Program should be directed to the Airport Security Manager at: Violations@flydenver.com.



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AIRPORT SECURITY FEES

Airport ID Badges:

First Airport ID badge / Annual Renewal / Replacement /
Airport ID badge information change (i.e. name change, add driving) **\$30.00**

Fee issued to company for Airport ID badges unrecovered (lost, stolen,
expired, terminated) for any reason and not returned within ten
(10) business days of termination **\$250.00**

Criminal History Records Check (10 Year):

1542 Companies **\$60.00**

*If three (3) Airport ID badges/Security keys are lost, stolen or unrecovered a hearing with the Airport Security Manager or designee will be required prior to the issuance of an additional Airport ID Badge/Security key

Vehicle Registration

Initial/Replacement Registration **\$100.00**

Create a Badge Return Plan for your Company to ensure Airport ID badges are returned when an employee separates from your company.

Billing Option

Your company will be set up on billing for fingerprint and Airport ID badge fees. Please see Airport Security for details.



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TRANSPORTATION SECURITY ADMINISTRATION (TSA)

49 U.S. CODE 46301- Civil Penalties

(6) Failure To Collect Airport Security Badges .— Notwithstanding paragraph (1), any employer (other than a governmental entity or airport operator) who employs an employee to whom an airport security badge or other identifier used to obtain access to a secure area of an airport is issued before, on, or after the date of enactment of this paragraph and who does not collect or make reasonable efforts to collect such badge from the employee on the date that the employment of the employee is terminated and does not notify the operator of the airport of such termination within 24 hours of the date of such termination shall be liable to the Government for a civil penalty.



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Automobile Liability Insurance Requirements.

DENVER INTERNATIONAL AIRPORT
8300 Peña Blvd. | Denver, Colorado 80249-6340 | (303) 342-2000



MEMO

DATE: August 8, 2025
TO: All Entities Requesting Unescorted Airside Driving Privileges at DEN
FROM: DEN Risk Management – Paul Farr, Business Insurance Manager
THROUGH: DEN Airport Security - Peter Latsonas, Security Manager – Training and Communications
PAGES: 4 (including attachment)
SUBJECT: Unescorted Airside Driving Privileges at DEN - Insurance Requirements

Welcome to DEN! We are happy you are joining our growing airport family! Due to the size and complexity of DEN operations – and for your protection and others operating on the airfield - we need to confirm your compliance with our insurance requirements prior to granting access for your vehicles.

Below are the steps you will need to take in this process:

STEP 1 Review the full listing of insurance requirements for commercial operators found in Part 230 of the [DEN Airport Rules and Regulations](#) along with this Memo and sample ACORD form Certificate of Insurance (COI) (attached) to determine if you are able to meet the requirements.

PLEASE BE ADVISED:

- A. **Minimum Business Automobile Liability limit required for unescorted airside driving privileges is \$10Mil combined single limit each occurrence for bodily injury and property damage.** Lesser limit of \$1Mil applies if you are solely accessing the Glycol Plant or Antenna Farm via Gate 2 or are being escorted.
- B. If you are operating at DEN under a written contract beyond your agreement to comply with DEN Airport Rules and Regulations, your insurance requirements may differ, the more stringent will govern between Part 230 and your contract. Please list your DEN Contract No. on your submitted COI(s).
- C. If you are escorting other entities, you are required to maintain the higher limit of Auto Liability and to ensure that any company you are escorting has a minimum of \$1Mil Auto Liability as well as the other required coverage per Part 230.
- D. DEN has launched a new Airside Excess Auto Liability Program designed to help current and prospective airport tenants, contractors, service providers and suppliers more affordably obtain the \$10 million limit of coverage required to drive unescorted airside. The AirsideDrive program provides eligible participants up to an 80% cost reduction in acquiring the necessary insurance to drive on DEN's airfield. [AirsideDrive Program](#)

STEP 2 Provide Part 230 and the sample COI to your insurance broker to request issuance of the required COI under your insurance program. If Item B. above applies, provide a copy of your contract as well.

STEP 3 Submit your COI via email to DENCOI@flydenver.com
Our goal is to review and reply within forty-eight business hours of receipt.

STEP 4 After you receive the approval email from DEN Risk Management verifying your COI complies, DEN Security will contact you for next steps in the airside driving approval process.



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DENVER INTERNATIONAL AIRPORT
8500 Peña Blvd. | Denver, Colorado 80249-6340 | (303) 342-2000



STEP 5 Ensure your required insurance remains in full force and effect, providing updated COIs for each renewing policy referenced in advance of your policy expiration date(s) via email to DENCOI@flydenver.com. If at any time, your insurance is cancelled, nonrenewed or fails to continue to meet DEN requirements your airside driving privileges will be deactivated.

If you have any questions about the DEN insurance requirements or the COI compliance process, please send a message to DENCOI@flydenver.com and we will respond to you as soon as possible. Thank you!



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AIRPORT SECURITY PHONE NUMBERS	
BADGING OFFICE	
AUTHORIZED SIGNATORY SCHEDULEING FOR ALL COMPANIES	(303) 342-4300
AIRPORT SECURITY OFFICE FAX	(303) 342-4319
WEEKENDS, HOLIDAYS AND AFTER BUSINESS HOURS (TO REPORT LOST, STOLEN OR TO CANCEL AN AIRPORT ID BADGE)	(303) 342-4210
AIRPORT SECURITY STAFF	
NEW COMPANY PARTICIPANT MEETINGS: PETER LATSONAS (newparticipants@flydenver.com)	(303) 342-4329
BACKGROUND CHECK PROCESSING: ROSS BJERKE (denbackgrounds@flydenver.com)	(303) 342-4503
BACKGROUND CHECK PROCESSING: CYNTHIA TRUJILLO (denbackgrounds@flydenver.com)	(303) 342-4313
VEHICLE PLATE REGISTRATION & BILLING: FABIAN ALIREZ (den.rfid@flydenver.com)	(303) 342-4308
ACCESS CHANGE FORMS/ ACCESS ISSUES: MEAGAN YEO (security.access@flydenver.com)	(303) 342-4337
SPONSORSHIP AGREEMENTS: NEVADA ROYBAL (authorized.signatory@flydenver.com)	(303) 342-4525
GENERAL QUESTIONS/INQUIRIES: (airport.security@flydenver.com)	(303) 342-4300
SECURITY KEYS: AIRPORT SECURITY (denlockshop@flydenver.com)	(303) 342-4300



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NOTES: