

Access Control Card Application

Applicants for Airport or Restricted Access must meet at least one of the following criteria:

1. Hold an airport lease, operating agreement or use permit;
2. Be an employee, associate or relative or an authorized airport business or tenant;
3. Be authorized by the Airport Director or Airport Designee.

Applicant Type	Check Applicable reason for submitting this form	Fee Schedule (A)
☐ AOA	☐ New Applicant ☐ Other (explain) ☐ Renewal	Initial: \$50.00 Renewal: \$25.00 Lost/Damaged/Destroyed: \$100.00

Note: A new application must be submitted whenever a transaction is made. Cash or check only.

Applicant Information

To be completed by applicant

Issue to:	Last Name	First	Middle
Primary Phone Number		Email Address (notification purposes)	
Home Address		Apt #	City
		State	Zip Code
AOA Applicants: Employer		Job Description:	
AOA/Tenant Applicants: T-Hangar / Tie Down Number:		Aircraft Tail Number(s):	



Identification Verification

To be completed by ID & Access Control Office

All Applicants MUST provide one valid form of identification. **All Documents MUST be originals – cyps WILL NOT be accepted**

Identifying Document Type	Identifying Document Information		
☐ Driver's License / State ID Card	ID Number:	Exp. Date:	State/Country
DO NOT SIGN BELOW UNTIL YOU ARE IN THE PRESENCE OF THE ID AND ACCESS CONTROL OFFICE OFFICIAL			
Applicant's Full Name (print)		Applicant's Signature	
Id and Access Control Official Name (print)		ID and Access Control Official's Signature	



Authorized Signatory Verification

To be completed by Authorized Signatory

Signatory Authority – Form valid for 30 calendar days after approval by Signatory			
Company Name:		Date:	
Email:		Contact Number:	
Authorized Signatory Attestation			
I attest to the following:			
1. A specific need exists for providing the individual applicant with unescorted access authority; and			
2. The applicant acknowledges their security responsibilities under 49 CFR 1540.105(a) and Non-Movement Driver Responsibilities,			
3. I have reviewed the information and statements on this application dating this form ONLY after information was completed and verified.			
Signatory Full Name (print)		Signatory Signature	
Id and Access Control Official Name (print)		ID and Access Control Official Verifying Signature	

General Security & Driver Responsibilities – As a PRC card holder I understand and will comply with the following:

General Security Responsibilities		General Non- Movement Driver Responsibilities	
My PRC card is property of the City of Prescott. I agree to present my card with a request from an airport representative. Failure to do so will be considered a breach of PRC rules & regulations.	Initials:	I acknowledge reviewing the FAA Guide to Ground Vehicle Operations on the Airport website for gaining AOA access, and I agree to abide by all airport rules and regulations.	Initials:
I understand that an authorized signature is needed for AOA access and that access areas will be limited.		I understand all applicable airfield markings, signs, and lights (movement/non-movement boundary line, edge of taxiway line, taxiway lights)	
I will not allow any unauthorized use of my card		I understand and have reviewed designated access point(s), and apron(s) geometry (limitations of non-movement drivers—where you can and can't operate).	
My PRC card must be returned immediately to the admin office if any of the following occur; resignation, termination, transfer, lay off, or for any other reason the card is no longer needed.		I understand yielding, aircraft and emergency vehicles have right of way and will abide by the speed limit of 15 mph on the AOA.	
I will comply with all laws and regulations relating to Airport Security.		I will be mindful of potential blind spots such as beneath and behind the aircraft.	
Should my card be lost or stolen I will immediately notify the Airport Administration Office (928)777-1114		If I become lost or disoriented at any time, I will STOP and call Airport Operations (928)777-1150 for assistance.	
I will stop and wait for the access gate to fully close behind me. If the door or gate is not secure, I will notify the Airport Operations (928)777-1150 and remain with the door/gate until a PRC representative arrives.		I understand the two types of deviations: V/PD & Runway Incursion (RI).	
I will not allow anyone who is not under my escort to follow me or "piggy back" through any access gate that permits access to the airport. I will immediately contact Airport Operations if an individual insists on following me through the gate and/or I witness any security violation.		I understand there are consequences and fees for non-compliance with the airport rules & regulations.	
I will closely monitor the activity of anyone I escort onto the airside.		I will not access, or attempt to access, any area of the airport without a valid prior authorization from Lessee.	
I will not duplicate, deface, alter, tamper, or damage the card in any way.		I will report wildlife hazards to Airport Operations. I also understand that a dog or other animal must be restrained by a leash or property and I will not allow the animal to wander unrestrained on any portion of the airport.	

I confirm that I have reviewed the above general security and general non-movement driver responsibilities, Airport Rules, Regulations, and the Gate Access Control and Policies, along with any federal, state, or local laws or ordinances including those regarding vehicular operation while on City of Prescott/Prescott Regional Airport property may result in suspension/revocation of my Gate Access Control Card. I understand violations may result in fines, (in accordance with Prescott Regional Airport Rates and Fees Schedule 'A'), the deactivation of the automated gate access control card, and loss of airfield access privileges, (this may be appealed to the Prescott Regional Airport Director or their designee for final decision).

Applicant's Signature _____ Date ____/____/____



Identification and Access Control Office

To be completed by the ID and Access Control Office

Access Issued – ID and Access Control Office Use			
Access Type		ID Card Information	
☐ Pedestrian	☐ AOA Vehicle	Card Number:	Expiration Date: Pin Number:
Non- Movement Driver Training Completion Certification			
Date:	Trainer Name (Print)	Trainer Signature	
Signatory Full Name (print)		Signatory Signature	Date
		ID and Access Control Official Verifying Signature	Date