

# Authorized Signer Template

PLEASE USE THIS FORMAT ON YOUR COMPANY LETTERHEAD

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

## RE: AUTHORIZED SIGNATURE FOR

To Airport Operations:

The persons listed below are principal representatives of \_\_\_\_\_ and will review and approve all requests from \_\_\_\_\_ 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,

\_\_\_\_\_  
(PRINTED NAME)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(SIGNATURE)

## Authorized Signature(s):

\_\_\_\_\_  
(PRINTED NAME #1)

\_\_\_\_\_  
(PRINTED NAME #2)

\_\_\_\_\_  
(TITLE FOR NAME #1)

\_\_\_\_\_  
(TITLE FOR NAME #2)

\_\_\_\_\_  
(SIGNATURE FOR NAME #1)

\_\_\_\_\_  
(SIGNATURE FOR NAME #2)