

ACCESS REQUEST FORM

Incomplete applications will **not** be processed



PLEASE PRINT IN INK

To request additional access to your Port of Seattle ID badge please ensure this form is completed in full.

- Specific access points require additional Port of Seattle approval.
- Please list specific locations and door numbers.
- You must add business need, or the access request process will take longer.
- Requesting access is not a guarantee that access will be granted. The Authorized Signer will receive an email with approval or denial.

TO BE COMPLETED BY APPLICANT OR AUTHORIZED SIGNER

COMPANY NAME:	COMPANY EMAIL ADDRESS:	COMPANY PHONE:
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ACCESS REQUEST FOR:	<input type="checkbox"/> Individual – Employee Name: _____ UPID: _____	<input type="checkbox"/> Job Title: _____	<input type="checkbox"/> ALL EMPLOYEES
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ACCESS REQUESTED		ACCESS REQUIRING ADDITIONAL APPROVAL		
Location	Door Number	Printed Name	Signature	End Date

TO BE COMPLETED BY AUTHORIZED SIGNER

BUSINESS NEED: *Please be specific or it may take longer to process.*

Authorized Signer (Print Name):	Signature:	Email:	Date:
Port Representative (Print Name):	Signature:	Email:	Date:

CREDENTIAL CENTER USE ONLY:

Form Received By:	Date:	Approved/Denied by:	Date:
Entered by:	Date:	Email sent to Auth Signer:	Date: