

# Escort Request "E" Designation

THIS FORM MUST BE TYPED. PLEASE DO NOT FOLD OR BEND



Roswell Air Center

## SECTION 1 - COMPANY INFORMATION

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Company Email: \_\_\_\_\_ Total Number of Company Employees at ROW: \_\_\_\_\_

The Escort Request 'E' Designation form must be filled out with the FULL LEGAL NAME of the employee and submitted to the ROW Security Office for processing. The legal name of the employee must appear on the form. No shortened forms of the employee's legal name will be accepted. Escort designation requests for new, renewed, and expired badge applications must appear on this form which must accompany the Badge Application. The 'E' designation indicating Escort capable will be printed on the badge once approved.

## SECTION 2 - EMPLOYEE INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Badge No: \_\_\_\_\_

For new Badges this will be added by Airport Security Staff

**All Escorts Request for Escort 'E' Designation applications must include an escort request justification as part of the approval process. Please provide the justification/reason that the above employee has a need to be an escort at ROW below:**

AS to Sign Below:

## SECTION 3 - ASC APPROVAL (ROW ASO Staff Only)

Employees @ Company with Escort Prior to request \_\_\_\_\_

Request Approved: By: \_\_\_\_\_ Date: \_\_\_\_\_

Request Denied: Reason: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

