

Phoenix-Mesa Gateway Airport
6263 S. Taxiway Circle
Mesa, AZ 85212
Phone: 480-988-7600

Airport Office Use	
Rcvd ____/____/____	ACS ____/____/____
Keystone Entry ____/____/____	MP2 WO _____

AIRPORT KEY APPLICATION

- ➔ The Company/Tenant representative (Signatory) who is responsible for signing Airport Key applications must sign this form PRIOR to submitting it to the Airport Operations and Maintenance Office. **Only the original, signed application will be accepted.**
- ➔ The Company/Tenant Signatory signing and requesting issuance of the Airport Key is responsible for monitoring the use of that Key. **KEYS ARE ISSUED TO INDIVIDUALS AND CANNOT BE LOANED TO OTHERS.** Keys are the property of the Airport and must be surrendered upon request.
- ➔ The Company/Tenant **CANNOT** reissue keys to new employees. **Airport Operations and Maintenance Office must issue all keys.** The Company/Tenant and the Signatory are responsible for retrieving the key from terminated employees and immediately returning them to the Airport Operations and Maintenance Office.
- ➔ Companies are aware that any lost, stolen, or damaged Airport key shall be reported to Airport Operations and Maintenance office immediately.
- ➔ Key applicants **MUST** present a government issued photo ID and company ID to obtain their key.

APPLICANT INFORMATION - USE BLACK OR BLUE INK ONLY

Full Legal Name: _____
Last First Middle

Resident Address (No P.O. Box): _____
Address (No P.O. Box) City State Zip Code

Telephone (home/pager/cell): Primary: _____ - _____ - _____ Secondary: _____ - _____ - _____

KEY INFORMATION COMPLETED BY COMPANY PRINCIPAL CERTIFICATION (SIGNING BLANK APPLICATIONS IS STRICTLY PROHIBITED)

Reason for Airport Key: Initial Replacement - Reason: _____

Other: _____

Company Name: _____ **Office Telephone:** _____ - _____ - _____

Authorized Representative Name (print) Authorized Signature Date: ____ / ____ / ____

Request the following keys: (key number on key) _____

Request keys for the following doors/gate: (door/gate number) _____

AIRPORT USE ONLY

Verified by (Airport Staff): _____ Date: ____/____/____

Key Number(s): _____

Types of ID: (1 – Gvmt issued photo ID) _____ Expiration Date: ____/____/____

(2 – Company issued photo ID) _____ Expiration Date: ____/____/____

➔ **Key Received By:** _____ **Issued By:** _____ **Date:** ____/____/____

KEY RETURN

Key Returned? Yes No Rcvd By: _____ Date: ____/____/____ Keystone Entry: ____/____/____