

**(SAMPLE)**

(MUST BE SUBMITTED ON COMPANY LETTERHEAD)

**AUTHORIZED SIGNATORY LETTER**

Date:

**Authorized signatory letters may be addressed to:**

ID/Access Control Office  
John Wayne Airport Operations  
18601 Airport Way, #41  
Santa Ana, CA 92707

To whom it may concern,

**(Insert a brief explanation of your company's scope of work at the Airport)**

Our company is aware of John Wayne Airport's policies and procedures regarding the issuance, retrieval, monitoring and audit of airport access media.

The following personnel are authorized to sign applications for access media on behalf of our company and are familiar with the above-mentioned requirements and the Criminal History Records Check (CHRC) & Security Threat Assessment (STA) for SIDA/Sterile badges and STA for Non-SIDA Badges.

Authorized Signatory _____	Signature _____
Contact Number _____	Email _____

**(Note: Can have one or more Signers)**

Authorized Signatory _____	Signature _____
Contact Number _____	Email _____

Authorized Signatory _____	Signature _____
Contact Number _____	Email _____

Sincerely,

*(Company Representative's Wet Signature)*