

**MEMORANDUM**

**TO:** All Airlines, Tenants, Concessions, Contractors, and Government Agencies

**FROM:** Jerome D. Woodard, C.M., A.C.E., Director of Security

**DATE:** December 21, 2019

**SUBJECT:** **Security Division Office Closure for the Holiday**

The Security Division Office will be closed on Tuesday, December 24, 2019 and Wednesday, December 25, 2019 in observance of the holiday.

The following Security Services will not be available during the closure:

- Badge Services
- Fingerprinting
- Vehicle Permits/Decals
- Onsite Interactive Employee Training
- New Company Orientation/Authorized Signatory Training

The Security Division Office will resume its normal business hours on Thursday, December 26, 2019 at 8:15 a.m.

If you have any questions, please contact the Security Division at 404-530-6667 or via email at [securityID@atl.com](mailto:securityID@atl.com) for assistance.

Thank you for your continued support of the Airport Security Program.

JW:TA:mp

