

Escort Request "E" Designation

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



SECTION 1 - COMPANY INFORMATION

Company Name	Date
Authorized Signatory/Secondary	Phone Number
Company Email	Total Number of Employees

The Escort Request 'E' Designation form must be filled out with the FULL LEGAL NAME of the employee and submitted to Access Control 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. All escort designation requests for new and expired SIDA badge applications must appear on the form. The 'E' designation indicating the Escort will be printed on the SIDA badge once approved.

All Escorts Request for Escort 'E' Designation applications are processed by the Access Control Section and are valid for thirty (30) days from the date on the Escort Request Approval letter.

SECTION 2 - EMPLOYEE INFORMATION

First Name, Middle Name, Last Name	SIDA Badge Number	Date of Birth
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		