

Print on Your Company Letterhead  
(T-Hangar Tenants May Print on Personal Stationary)

**(Insert Date)**

Chief Renee' Purden, Airport Security Coordinator  
Melbourne International Airport  
One Air Terminal Parkway  
Melbourne, FL 32901-1888

Subject: Authorized Signatures for Security Identification Badges

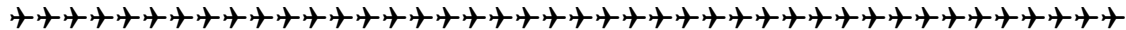
Dear Chief Purden:

The individuals that have signed below are Authorized Signers for the Melbourne International Airport Security Identification Badge Application requests. These are the only signatures that are to be accepted.

**(Insert Company Name or Hangar Leaseholder and Hangar Number)** will authorize the issuance of the Security Badges under the procedures and responsibilities as stated in the Melbourne Airport Authority Personnel Identification Security Badge System.

Sincerely,

**(Your Name)**  
**(Title)**



AUTHORIZED SIGNATURES

If there are any changes to my status as an Authorized Signer, I understand that it is my responsibility to immediately notify the Melbourne Airport Badging Office. Additionally, I understand that I am required to complete Authorized Signatory Training on an **annual** basis in accordance with Transportation Security Administration Regulations, and that if this training is not completed annually; **1) the badges that I have previously authorized may be deactivated and revoked, and 2) my signature authorization will not be accepted on any applications until I am in compliance.**

(Print or type Name)	(Signature)
(Title)	(Date Signed)
(E-mail Address)	(Telephone Number)
(Print or type Name)	(Signature)
(Title)	(Date Signed)
(E-mail Address)	(Telephone Number)
(Print or type Name)	(Signature)
(Title)	(Date Signed)
(E-mail Address)	(Telephone Number)

Security Sensitive Information

**WARNING:** This record contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.

**TSA APPROVED**

(Print or type Name)	(Signature)
(Title)	(Date Signed)
(E-mail Address)	(Telephone Number)

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**TSA APPROVED**

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