

COMPANY SPONSORSHIP LETTER

This will serve as the CLT Airport sponsorship letter for:

Sponsoring Company Name: _____	Sponsored Company Name: _____
Authorizing Official: _____	Authorizing Official: _____
Address: _____	Address: _____
Email: _____	Email: _____
Phone Number: _____	Phone Number: _____

Section 1 *REQUIRED

Date: _____

Sponsoring Company-_____ will be sponsoring
sponsored company-_____ for contracting work at CLT Airport.
Sponsored company-_____ will be completing work on **list reason(s)**
and/or projects-_____ to expire on date: _____. Both
companies agree to return all badges & keys to The Credentialing Office once the project is
complete.

Mandatory Information:

Sponsoring Company's Billing Agreement Number _____

Required Areas of Access _____

Sponsoring Company-_____ will be responsible for and ensure that

Sponsored Company-_____ abides by all security regulatory
obligations, and *CLT Security Standards* for the duration of this sponsorship agreement.

Sponsoring Company-_____ -and **Sponsored Company-**
_____ further understand that failure to meet security regulatory

requirements and *CLT Security Standards* can result in the rescinding of the sponsorship, fines,

and/or the withdrawing credentialing services for either the sponsoring and/or sponsored company at the discretion of the Airport Security Coordinator or their designee.

Signature _____
Authorizing Official of
Sponsoring Co. _____
Email _____
Phone# _____

Signature _____
Authorizing Official of
Sponsored Co. _____
Email _____
Phone# _____

ALL COMPANIES who are contracting for a prime contractor/company are required to have this sponsorship letter in place to receive access media privileges at CLT.

Request for Sponsored Company Authorized Signers

Section 2 *Complete ONLY if an AS is being requested.

Sponsoring Company is requesting that **Sponsored Company** be permitted to designate a minimum of 2 and a maximum of 4 Authorized Signers for Credentialing purposes.

The Credentialing Office will determine if the designation of Authorized Signatories is to be granted based on the history of badge accountability and the number of current contracts the sponsored company holds at CLT.

Sponsoring Company will be responsible for and ensure that designated Authorized Signers for **Sponsored Company** remain compliant with all Credentialing processes and regulations.

Sponsoring Company Name: _____

AS Signature: _____

AS Name: _____

Email: _____

Phone #: _____

Directions for utilizing the Company Sponsorship Letter

Completing Section 1 (Required)

ALL COMPANIES who are contracting for a prime contractor are required to have this sponsorship letter in place to receive access media privileges at CLT.

Completing Section 2 (If applicable)

Sponsoring companies requesting for sponsored companies to have their own authorized signers.

Process Directions

The following process should be followed to ensure a successful transition:

1. The sponsored company will obtain approval from the sponsoring company. It is the responsibility of the sponsored company to identify the POC/Contract Manager at the sponsoring company.
2. The POC/Contract Manager at the sponsoring company will complete their portion of the sponsorship letter and forward to the sponsored company for completion.
3. Once all sections are completed/signed, the letter should be emailed to AVBadging@cltairport.com.

***IF THE SPONORED COMPANY HAS MULTIPLE CONTRACTUAL RELATIONSHIPS HERE AT CLT, THIS PROCESS WILL NEED TO BE FOLLOWED FOR EACH RELATIONSHIP.** (ex. Bravo Countertops subs for Taylor Architecture, Braun Builders and Carolina Construction. If Bravo Countertops is to acquire their own AS(s), all companies must approve & complete this Sponsorship Letter (found on the Credentialing Website under Authorized Signatory Info.)

4. Once all required letters have been received, The Credentialing Office will review the request and communicate an approval/denial. The sponsored company will select up to 4 AS(s) to attend the AS Training course, which are held twice a month. At least 2 AS(s) will be necessary, as an AS may not sign for their own badge.
5. If approved, regulatory training will be required, and AS portal access will be given when training is completed. An AS Letter and Compliance Agreement (found on the website) will be required of the sponsored company and emailed to AVBadging@cltairport.com.
6. The sponsored company should identify all employees that hold badges for any of the sponsoring companies. The AS will need to complete a new application on their portal in order to change the current badges, so they are no longer under the sponsoring company (ex. Employee's badge reads, "Bravo Countertops FOR Braun Builders". It now must be solely under "Bravo Countertops." This is important and assures that the sponsoring company is transferring the day-to-day management of Credentialing to the sponsored company.
7. The sponsored company should email AVBadging@cltairport.com to coordinate next steps regarding scheduling the re-issue/pick-up of the badges. Credentialing will determine the most efficient arrangement for the re-issuance/pick-up based on the volume of badges to be processed.
8. Once a new application in the portal is submitted for the employees, the DQs must be answered via the email link. The employees will typically not need to await background clearances if they have a current, valid badge.

9. The sponsored company must coordinate with the sponsoring company to return the original badges. The sponsoring company will want to make certain that all badges have been accounted for and returned. A new badge cannot be given to the employee until the previous badge has been returned to Credentialing. The importance of the two companies coordinating with one another is critical. The sponsoring company will no longer manage the badges going forward. The AS from the sponsored company will have sole access to their own employee's badges.
10. If any contractual or POC information should change, Credentialing must be made aware and new documents must be submitted.
11. Anytime the sponsored company establishes a new contractual relationship and is doing work for that new company, they must submit one of these letters.
12. Termination of Sponsorship – This agreement shall automatically terminate upon a notice from the sponsoring company to the Credentialing Office.

- **EVEN THOUGH THE SPONSORING CO. WILL NO LONGER BE MANAGING CREDENTIALING FOR THE SPONSORED CO. ON A DAY-TO-DAY BASIS, SIGNING THE SPONSORSHIP LETTER SIGNIFIES THE OVERREACHING RESPONSIBILITY OF THE SPONSORING COMPANY IF THE SPONSORED COMPANY SHOULD NOT COMPLY WITH ANY STATED REGULATORY REQUIREMENTS. BOTH COMPANIES ARE REQUIRED TO ABIDE BY THE CLT SECURITY STANDARDS AND BOTH WILL BE HELD RESPONSIBLE FOR ANY PENALTIES OR FEES.**
- **UNRETURNED BADGES AFTER THE COMPLETION OF YOUR CONTRACT MAY PRECLUDE YOU FROM OBTAINING FUTURE CONTRACTS HERE AT CLT.**