

CLT ONBOARDING, CHANGE & SPONSORSHIP LETTER (rev 12/2025)

Please fill all boxes regarding the sponsor below. Check boxes when applicable.		
Sponsor's Company Name:		Reasons: ☐ New Sponsorship ☐ New Onboarding ☐ Sponsorship Changes
Authorizing Official/Signer:	Phone number:	Email address:
Address:		
Associated Projects, Timeframe, and Billing Agreement, Quantity of SIDA badge holders:		
Access Required (What is the purpose of the request? Add a detailed description of which access are being requested):		

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Policy:

Sponsoring company will be responsible for and ensure that the sponsored company abides by all security regulatory obligations, and CLT Security Standards for the duration of this sponsorship agreement. Both parties 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. The authorizing company will be sponsoring their designated sponsored company for contracting work at CLT Airport. Both companies agree to return all badges & keys to the Credentialing office once the project is complete. All companies who are contracting for a prime contractor/company are required to have this sponsorship letter in place to receive access media privileges across CLT.

Signature of Sponsoring Company:

Date of Signature:

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Sponsored Companies:

***Please include information for each company you are sponsoring as outlined in the table below. List all sponsorships and indicate details in each required field. We recommend you save this document to your files for future edits. ***

[illegible]