



**Charlotte-Douglas**  
INTERNATIONAL AIRPORT

**Key Request Form**

Intellikey: \_\_\_\_\_

Standard Key(s): \_\_\_\_\_

Both: \_\_\_\_\_

Key(s) to be issued to:

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Airline/Company: \_\_\_\_\_

Department/Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date needed: \_\_\_\_\_

If A Contractor, Date Contract Expires: \_\_\_\_\_

Areas For Which Access Is Requested:

Areas or Door Numbers: \_\_\_\_\_

Key Number(s) (if known): \_\_\_\_\_

Person Authorized To Pick Up Key (if other than user): \_\_\_\_\_

Phone #: \_\_\_\_\_

Key(s) Requested By: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please note: Person requesting key must be an authorized signature  
on the letter filed in Airport Operations**

Office Use Only

Controller Groups: \_\_\_\_\_

Additional Controllers: \_\_\_\_\_

Key(s) Issued: \_\_\_\_\_

Date Made: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

Rev. 07-09