

DFW Energy, Transportation & Asset Management

Business Services Administration

Keys and Lock Cores Application

- Use this application to request all lock cores, and keys other than high security and Intellikeys. *For high security keys and Intellikeys, please contact Access DFW at accessdfw@dfwairport.com.*
- Keys issued by the DFW International Airport Board (Board) or its agents remain the property of the Board and the authority to reproduce and issue keys and lock cores lies solely with the Board.
- Keys are issued to individuals and are non-transferable and unauthorized reproduction is not permitted.
- Key holders, or key holder's employer, shall immediately notify the ETAM Business Services Administration (BSA) office when a key is lost, stolen, is not returned when a key holder terminates employment, or when a key holder transfers to a position that no longer requires the key.
- Each key is coded with a unique serial number for tracking and accountability purposes. Key holders shall not mark a key with a lock core number in any way.
- Lock cores are allocated to specific Board Departments and lock core changes require approval of the department senior vice president, vice president, or assistant vice president and Board Authorized Signatory of the department to which the lock core series is assigned. If the senior vice president, vice president, or assistant vice president is also an Authorized Signatory, they may approve and sign the Authorization for Lock Cores form as both the Board Department Authorized Signatory of the Lock Core Applicant and as the DFW Board Authorized Signatory.
- Lock cores will not be installed or changed without a complete Authorization for Lock Cores form.
- Fees to replace lost or stolen keys shall be charged in accordance with the Board's Schedule of Charges, as may be amended from time to time.
- Contracts will not be closed until all keys are returned to the key issuing entity.
- Applications must be submitted to ETAM BSA within 30 days of the date the form is signed by the Authorized Signatory.
- Failure to comply with these rules may result in the loss of access privileges. For a review of the entire policy, please see the Board's Key and Lock Core Control policy.
- Your signature on this application indicates that you agree to abide by the Rules listed above.

Submit applications and questions regarding Airport Board facilities, keys (other than high security and Intellikeys), and all lock cores to:

DFW Energy, Transportation & Asset Management
Business Services Administration

3010 E. Airfield Dr, DFW Airport, TX 75261

Phone: 972-973-6109

Fax: 972-973-6134

Email: etambsakeys@dfwairport.com

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Applicant Information

Full Legal Name	Airport Board Department/Company Name
Phone Number	Email
Badge Number	Driver License Number State
Contract Number (if applicable)	Contract Duration

Indicate request type

<input type="checkbox"/> New Key <input type="checkbox"/> Replacement Key <input type="checkbox"/> New Lock Core <input type="checkbox"/> Replacement Lock Core

Requests *(Additional requests may be listed on page 3 of this form)*

Location of Lock Core	Lock Core Number	Key Number Issued <i>(For Office Use Only)</i>

Justification for Request

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By signing below, Applicant and Authorized Signatory agree to abide by the rules on page 1 of this form

Applicant Signature	Date
Authorized Signatory Name	Airport Board Department/Company Name
Phone Number	Email
Authorized Signatory Signature	Date

DPS & BSA Use Only

DPS Approver Signature	Date		
BSA Approver	Issued by	Date Received	
Issued by	Receipt Number	Device Number	Date Issued

