

MINETA SAN JOSÉ INTERNATIONAL AIRPORT



SJC Badging Office
1701 Airport Blvd., Suite B-1270, San Jose, CA 95110
Phone: (408) 392-1100 Fax: (408) 392-1144

SECONDARY EMPLOYMENT REQUEST

AUTHORIZED SIGNATURES MUST BE ON FILE WITH THE BADGING OFFICE

PRIMARY SPONSOR OF BADGE –

Name of Sponsor's Company as noted on current badge: _____

I do hereby endorse that the below listed employee, or contractor/vendor is currently sponsored by my company and approved for secondary employment access and are authorized to enter the work area or office spaces occupied by the secondary tenant.

(Authorized Signature and Printed Name) (Date)

BADGE HOLDER NAME	BADGE #	ACCESS REQUESTED (Tenant Clearance)

REQUEST FOR SECONDARY EMPLOYMENT - *To be filled out by employee*

I _____, am currently employed by the tenant listed above at the Mineta San Jose International Airport (SJC). They currently sponsor my SJC Airport Badge which grants access to pedestrian doors and/or vehicle gates used by the above listed company.

I am concurrently employed by _____ at SJC and require my SJC badge to access
Secondary Employment Company Name

Pedestrian doors and/or vehicle gates for duties related to my secondary employment. I agree that while I am on duty for my secondary employer, I will only use my SJC badge to process through SJC pedestrian and vehicle gates that are currently accessible for this company. Use of my SJC badge to gain access through any door or gate other than those listed above while on shift or working on behalf of my secondary employer is a violation of this agreement and will incur any and all applicable fines and citations and/or may result in the revocation of my badge privileges.

Employee's Signature

REQUEST FOR SECONDARY EMPLOYMENT- An authorized Signatory from the individual's secondary employer must also sign the below request.

I do hereby certify that the above listed employee is concurrently employed and needs the indicated access to perform their duties and are authorized to enter the work area or office spaces occupied by our company.

(Authorized Signature and Printed Name) (Date)

AIRLINE TENANTS ONLY - Certification of Fingerprint-Based Criminal History Records Check

As an Authorized Signatory on file with the San José International Airport Badging Office, I certify that the above listed applicant has satisfactorily undergone a Fingerprint-based Criminal History Records Check per Federal regulations under Title 49 CFR 1544.229.

Fingerprint Case#: _____ Date Fingerprints Cleared: _____

Authorized Signatory (Please Sign): _____

Please Print Name of Auth Signatory: _____ Date: _____

BADGING OFFICE USE ONLY

Request: APPROVED DENIED

_____/_____
(Date)

Data entry completed on

(Date and Initials)

Approved by: _____
(Signature)