

# AVIATION Account Request Form

Date of Request:

<b>Requestor's Name and Contact Information</b>	
First Name:	Email:
Middle Name or Initial:	Job Title:
Last Name:	Company:
Business Phone:	Department:
Other Phone:	Section:
Employee ID#:	<small>City of Phoenix Employee Only</small>
Aviation Badge #:	<i>*If you don't have an Airport Badge, please enter 7 zeros. You will then need to provide proof of a background check on your companies letterhead.</i>

<b>System and Access Level</b>	
System:	Access Level:
If other system selected please specify:	

<b>City of Phoenix Liaison or Supervisor Name and Contact Information (Only COP employees can approve account requests)</b>	
First Name:	Job Title:
Last Name:	Email:
Division:	Section
Business Phone:	Other Phone:
Supervisor Signature	Date

\*Note: User accounts will only be issued after completion of background checks has been confirmed or if badge number is listed.

<b>AVIATION Remote Access Request (VPN)</b>			
Please fill in this part of the form and obtain all required signatures, only if requesting remote access (VPN) to Aviation systems. For standard user account request, this part is not needed.			
<b>Approvals and Completion Information</b>			
Role	Signature	Name (Print)	Date
Manager or Supervisor			
Dept. Security Liaison			
Dept. Head or Aviation ACIO <small>(required for non-City employees)</small>			