



**DETROIT METROPOLITAN WAYNE COUNTY AIRPORT
EMPLOYEE PARKING CHANGE REQUEST FORM**

Company Name: _____

Employee Name: _____ Employee Badge #: _____

Action Requested:

- Cancel ALL employee parking access for the above individual.
- Add South Employee Lot Parking to above individual.
- Add North Employee Lot Parking to above individual.
- Change Parking Access from the North Employee Lot to the South Employee Lot.
- Change Parking Access from the South Employee Lot to the North Employee Lot.
- Other: _____

The company will be billed for the entire month regardless of the duration of time the employee was authorized-there is no pro-rated billing.

AUTHORIZED SIGNER – PRINT NAME

AUTHORIZED SIGNER - SIGNATURE

DATE

DTW BADGE #

OFFICE PHONE #

Employee parking is billed monthly to the company billing address on file with the Airport's Finance Office.

The following billing rates apply:

North Employee Lot and/or South Employee Lot - \$55 per month per employee

AIRPORT USE ONLY

Received by: _____

Date Changed: _____

Airport Security
Detroit Metropolitan Wayne County Airport – Building 610 – 31399 East Service Drive – Detroit, MI 48242
Phone: (734) 942-3606 Fax: (734) 942-3814 Email: Security@wcaa.us