



DETROIT METROPOLITAN WAYNE COUNTY AIRPORT  
AIRPORT SECURITY

**AIRPORT ID ACCESS HISTORY REQUEST**

Authorized Signer Name (First and Last): \_\_\_\_\_

Company Name: \_\_\_\_\_

Email: \_\_\_\_\_

**Access History Request**

Name and DTW Airport ID Badge number: \_\_\_\_\_

Requested Dates and Time : From \_\_\_\_\_ through \_\_\_\_\_

Requested door or location(Optional): \_\_\_\_\_

Please provide a legitimate purpose/justification for this request of Airport ID Access History:

The Wayne County Airport Authority reserves the right to not issue an Airport ID access history request at any time. Access requests should be in the last three (3) concurrent calendar months from the present date. Older dates may be available at an additional fee to be determined by a Security Manager after the request is received. The security system is designed for access control only and is not in and of itself a validation of attendance, leave, or pay. Use of badge records is NOT recommended as an effective tool for attendance or accountability.

Cost per request is \$10.00. Charges will be billed to the requesting company on a monthly basis. Reports will be electronically provided to the Authorized Signer using the email address provided.

AUTHORIZED SIGNER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Return this completed form to Airport Security via email: [security@wcaa.us](mailto:security@wcaa.us)

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For Airport Security use only:

Airport Security Manager Review: \_\_\_\_\_ Release Approved: Y / N

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

Notes: