



**DETROIT METROPOLITAN WAYNE COUNTY AIRPORT  
AIRPORT SECURITY**

**EMPLOYEE PARKING ACCESS REQUEST/CHANGE FORM**

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

Employee Name: \_\_\_\_\_ Employee Badge #: \_\_\_\_\_

**Action Requested**

- Cancel all employee parking access for 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: \_\_\_\_\_

**You will be billed for the entire month regardless of the duration of time the employee was authorized (no pro-rated billing).** Changes from the North lot to the South lot will still incur the \$45.00 fee for the month.

\_\_\_\_\_  
AUTHORIZING SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DTW BADGE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE #

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

**The following billing rates apply:**

**South Employee Lot - \$45.00 per month per employee**

**North Employee Lot - \$45.00 per month per employee**

Authorizing Security Manager _____ Date: _____	<b>AIRPORT USE ONLY:</b>	Request Completed By: _____ Date: _____
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