

NEW COMPANY SETUP FORM

Part A: Please provide information regarding your company

Federal ID # _____

Company Name					
	Address	City	St	Zip	
Primary Address					
Billing Address					
Company Contact Information					
Name of Company Contact (Authorized Signatory)		Title			
Primary Phone Number					
Cell Phone Number					
Email Address					

Part B: Please check what type of service you provide and fill in the appropriate information

COMPANY TYPE	
Select New Company Type	☐ Airline ☐ Concessionaire ☐ Government Agency ☐ FBO Tenant ☐ Airline Contractor ☐ Concessionaire Contractor/Vendor ☐ Governmental Agency Contractor ☐ MSCAA Contractor
Are you a prime contractor or vendor?	☐ Yes ☐ No
If contractor or vendor, who are you working for?	Who: _____
What are you doing for them?	
What are your proposed project dates?	Start: _____ Finish: _____
Are you a subcontractor?	☐ Yes ☐ No
What prime contractor(s) are you working for?	
Who is the prime contractor working for?	
What project/service are you assigned to?	
What are your proposed project dates?	Start: _____ Finish: _____
MSCAA cannot issue badges until your company provides the above information.	
☐ AERONAUTICAL OPERATORS, HANGAR OWNERS, OR CONCESSIONAIRES	
Airport Agreement No. _____ - _____	Type of Service: _____
If your company does not have an airport agreement or permit number, contact the Properties Department at (901) 922-8000.	
The Badging office cannot issue a badge until your company has a valid agreement or operating permit.	

Part C: Please provide information regarding billing

INVOICING AGREEMENT
Companies may elect to be invoiced for new and renewal badge fees, AOA vehicle access permit fees, and other airport billing. If an Invoicing Agreement is not on file, individual employees will be required to pay the new and renewal badge fees, and the AOA vehicle access permit fees using a personal credit card or a branded debit card.
By electing to be invoiced, failure to pay within a timely manner could result in revoking the invoicing agreement and require all airport billing to be paid by credit card.
☐ Yes, please enroll the company to be invoiced ☐ No, we do not wish to enroll in the Invoicing Agreement and will inform our employees that they will be expected to pay the badge fees using a personal credit card.

Invoicing Agreement Number	
Companies are required to notify 901-922-8298 immediately when an employee no longer requires access or when a badge is lost or stolen. The airport will deactivate the badge upon receipt of the notification and the company has 30 days to obtain the badge and return it to the ID Office or the company will be billed for the non-returned badge in accordance with list of fees.	

Part D: Please check what type of Access Requirements your company will need

ACCESS REQUIREMENTS	
Badge Types Needed by Company	☐ SIDA ☐ AOA ☐ Sterile
Estimated Number of Badges	
Access Areas Needed	☐ A Concourse ☐ Employee Parking ☐ Cargo East (Swinnea) ☐ B Concourse ☐ Jet Bridges ☐ East Cargo (East Gate) ☐ C Concourse ☐ Turnstiles ☐ Sally Ports ☐ EOC ☐ Signature ☐ Wilson Air
List of Individual Door Numbers (if needed)	
Driving Privileges	☐ Class 2 ☐ Class 3 ☐ None
AOA Vehicle Access Permit	☐ Yes ☐ No
Number of AOA Permits	
MSCAA requires a minimum insurance coverage of \$1 million liability for all vehicles operating on the AOA. MSCAA must be named as an additional insured on the liability policy and listed as such on the certificate of insurance. Contact the Ground Transportation Office for clarification.	
Job Title 1:	☐ Escort ☐ Customs ☐ Driving
Job Title 2:	☐ Escort ☐ Customs ☐ Driving
Job Title 3:	☐ Escort ☐ Customs ☐ Driving
Job Title 4:	☐ Escort ☐ Customs ☐ Driving
Job Title 5:	☐ Escort ☐ Customs ☐ Driving
Job Title 6:	☐ Escort ☐ Customs ☐ Driving

Approvals: (For MSCAA staff only) By signing, you approve access for the above company

Department	Approved Yes / No	Comments	Signature	Date
Properties	☐ ☐			
Development	☐ ☐			
Procurement	☐ ☐			
Finance	☐ ☐			
Security	☐ ☐			
Information Tech.	☐ ☐			
Maintenance	☐ ☐			
Legal	☐ ☐			

Badge Fee: \$10 each badge
CHRC/STA & Badge Fee: \$52 each person