



Applicant Information

DD		Agreement Date			
		MM	YYYY		
Surname			Given Names		
Address			City	Province	Postal Code
Primary Phone			Email Address		
Hanger Number			Gate Number		

I acknowledge receipt of and take full responsibility for any airport-issued keys or combination codes while in my possession.

I acknowledge that I have not provided false information for the purpose of obtaining an airport key or combination code. (in accordance with Canadian Aviation Security Regulations (CASR) Part 3, Paragraph 37)

I understand that any key issued to me remains the property of the Region of Waterloo International Airport and is provided for my sole use as the key holder. I understand that no airport key may be duplicated, transferred or loaned to any other person. (in accordance with CASR Part 3, Paragraph 42.(1))

I understand that any combination code issued to me is provided for my sole use and may not be disclosed to any other person. (in accordance with CASR Part 3, Paragraph 42.(2))

I understand that I am required to immediately report the loss, theft or damage of any airport key in my possession to the Region of Waterloo International Airport administration which results in a fee being processed for the lost, stolen or damaged key in accordance with the ROWIA Key Control Policy and Procedures. (in accordance with CASR Part 3, Paragraph 43)

I agree to return any airport key in my possession upon termination of employment; termination of lease; no longer requiring access to the area for which the key was issued; or upon request by the Region of Waterloo International Airport for any other reason. I understand that failure to return a key will be treated as a lost key and that a fee will be processed as provided in the ROWIA Key Control Policy and Procedures. (in accordance with CASR Part 3, Paragraph 44)

I understand that any violation of the above may constitute a violation of the Canadian Aviation Security Regulations which carries monetary penalties.

Rates and Fees

Keys \$100 (no refund, \$250 for unreturned keys)
Replacement Keys \$100

Keys

Key #		
Key #		
Key #		

Key #		
Key #		
Combo/Lock & Key #		
YKF Pass Office Signature		Date (DD/MM/YYYY)
Method of Payment		Amount
Notes:		

Hanger Owner Full Name	Signature
Key Holder Full Name	Signature
Key Return	Date Returned (DD/MM/YYYY)
Key #	Date Signature of Acceptance
Key #	Date Signature of Acceptance
Key #	Date Signature of Acceptance
Key #	Date Signature of Acceptance
Key #	Date Signature of Acceptance

