APPOINTMENT INFORMATION FORM (SCT 01)

Note: Requests cannot be processed without the information requested in the **BOLD** fields. Only one driver or appointment per Appointment Information request form (SCT 01). **Additional personnel arriving as part of this appointment must be listed on the Additional Personnel Form (SCT 01)** and processed at the same time as the initial request.

To submit, please print/scan/email to scttours@faa.gov or fax to 858-537-5890

Arrival Date:	**Arrival time:**	**Request Date:**	**Total Number of Visitors:**

Name of Company or Agency Phone # :		
Name of Visitor :		
Visitor Country of Citizenship : (*If not USA, complete below)		
Passport / Permanent Resident #		
Driver's License #:		
Vehicle Plate #		
Vehicle Description:	Color:	Year:
	Make:	Rental:
	Model:	Other:
Purpose of Visit:		

Point of Contact's name:	***Point of Contact's telephone number:**
Point of Contact's Supervisor's name:	**Point of Contact's Supervisor's telephone number:**
***Authorizing Official's Name:**	**Authorizing Official's Signature:**

For Security Guards use only: ***Do not process without confirmation.*** To confirm appointment, (1) cross-reference *Authorizing Official's name with list of Authorizing Officials and (2) contact POC. Attach photocopies to this form and file in Appointment Log.

Has the POC been contacted to verify this appointment: **DO NOT PROCESS WITHOUT CONFIRMATION**	YES ☐ No ☐ Guard Initials: _____
Comments:	

ADDITIONAL PERSONNEL FORM (SCT 02)

Arrival Date:	Arrival Time:	Request Date:	Total Number of Visitors:	Purpose of Visit:

POC Name:	POC Supervisor's Name:	
POC Phone #:	**POC Supervisor's Phone #:**	

	Name of Visitor :	Name of Company and Agency Phone #: :	Country of Citizenship:	Passport # or Permanent Resident # *If Not US Citizen Complete Below*	Driver's License #:
1)					
2)					
3)					
4)					

Vehicle Description:					
Color:	Make:	Model:	Year:	Vehicle Plate #	Rental?: (Yes/No)
1)					
2)					
3)					
4)					

*Authorizing Official's Name:	Authorizing Official's Signature:

For Security Guards use only: ***Do not process without confirmation.*** To confirm appointment, (1) cross-reference *Authorizing Official's name with list of Authorizing Officials and (2) contact POC. Attach photocopies to this form and file in Appointment Log.

Has the POC been contacted to verify this appointment: **DO NOT PROCESS WITHOUT CONFIRMATION**	YES ☐ No ☐ Guard Initials: _____
Comments:	