



Request for New Company Set Up / Contract Extension

To Be Completed by Sponsoring Company

(Please Type or Print)

| | |
|---|-------------------------------|
| Name of Company Being Sponsored: | Date: |
| Business Address: | Company Email Address: |
| Telephone Number: | Fax Number: |
| Designated Authorized Signatory for New Company: | Telephone Number: |

Sponsoring Company's Name: _____

Contact Name: _____ **Telephone Number:** _____

Contract Name/Number: _____

Commencement and duration of project/contract: _____

Scope of Work (Company's purpose for doing business at SFO):

Estimated Number of Employees to be badged: _____

Job Location at SFO: _____

Sponsor Name Printed

Sponsor Signature

For Security Access Office Use Only

| | | | |
|-----------------|-----------------------|--------------------|-------------------------------------|
| Date Received: | SAO Manager Approval: | Date Approved: | Date Authorized Signatory Notified: |
| Company Code: | Company Type: | Type of Badge: | Additional Notes: |
| Date Processed: | SAO Representative: | Fee Waived: Y or N | |