



# VEHICLE REGISTRATION APPLICATION

Name: \_\_\_\_\_  
Last
First
M. I.

Company Name (if company application): \_\_\_\_\_

Address: \_\_\_\_\_  
Street
City
State
Zip

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Applicant's Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

Email Address (notification purposes only): \_\_\_\_\_

### Purpose for Application

- Aircraft Owner   
  Hangar Owner/Lessee   
  Authorized Pilot (specify company) \_\_\_\_\_  
 Licensed Commercial Operator or Flight Dept \_\_\_\_\_  Service Operator \_\_\_\_\_  
 Government Agency (specify) \_\_\_\_\_  Other (specify) \_\_\_\_\_

### Aircraft Information

	Aircraft 1	Aircraft 2	Aircraft 3	Aircraft 4	Aircraft 5
Aircraft #					
Make					
Model					
Location					

### Vehicle Information

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Vehicle 5
Decal #					
Make					
Model					
Year					
License Plate					

Vehicle Insurance Company: \_\_\_\_\_ Phone: \_\_\_\_\_

I swear or affirm that I now have in effect a complying policy of motor vehicle insurance including an operator's policy pursuant to the insurance requirements of the Arapahoe County Public Airport Authority or a certificate of self-insurance to cover the vehicle(s) or operator of the vehicle(s) registered with the Authority and driven on the Airport Operations Area, and I understand that such insurance must remain in effect until termination of the ramp access privileges. I understand that failure to maintain the required insurance and follow the Vehicle Safety Rules may result in Revocation of access to the Airport Operations Area in accordance with paragraph 7 of Ops Procedure O-7.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<i>Office Use</i>	
Date Issued/By _____	Card(s) Issued _____
Card Expiration Date _____	_____



# VEHICLE REGISTRATION PROGRAM

Vehicles may be registered and gate cards and decals may be purchased at the Airport Authority Office, 7800 South Peoria Street, Monday through Friday from 8:00 a.m. to 5:00 p.m.

The applicant must complete the attached registration form and meet the following requirements:

1. **REASON FOR ACCESS:** On the attached application, please check the box that best describes your reason for access, and provide the appropriate documentation for that category as listed below.

Access Category	Documentation
Based Aircraft Owner	May provide a copy of one of the following: Aircraft registration, FAA website printout, letter of agreement or aircraft lease agreement from bank or financial institution.
Hangar Owner/Lessee (non-aircraft owner)	Ownership or lessee documents.
Authorized Pilot	Letter of authorization from aircraft owner.
Licensed Commercial Operator or Part 91 Flight Department	<ul style="list-style-type: none"> <li>○ If the card(s) is used for company owned vehicle(s), a list of vehicles used in the conduct of business.</li> <li>○ If the card(s) is used for employee owned vehicle(s), a letter of authorization for employees approved to have a gate card.</li> </ul>
Service Operator (such as delivery or trash collection)	Letter from a company representative on company letterhead explaining the need for access.
Government Agency	As approved by ACPAA.
Other	As approved by ACPAA.

2. **PROOF OF INSURANCE:** Provide a PROOF OF INSURANCE card or DECLARATIONS PAGE meeting the minimum Colorado state requirements for each vehicle desiring access to the apron. Licensed Commercial Operators must provide a DECLARATIONS PAGE or CERTIFICATE OF INSURANCE with a minimum insurance liability of \$500,000 bodily injury and property damage.
3. **DRIVER'S LICENSE:** Provide a copy of a valid state driver's license for the primary card holder.
4. **FEES:** \$25.00 for each gate card. No charge for the first two vehicle decals, additional and replacement vehicle decals are \$2.00. The annual renewal fee is \$20.00 for the first two cards and \$5.00 for each additional card.

Only vehicles bearing a valid decal are authorized on the Airport Apron Area. All unauthorized vehicles may be ticketed and towed at the owner's expense. Gate access cards are renewed annually.

Should you have any questions concerning vehicle registration, please contact Airport Operations at 303-790-0598.