



**PERIMETER KEY APPLICATION**  
**MUST BE AN ACTIVE BNA BADGE HOLDER**

**PERSONAL INFORMATION (PLEASE TYPE OR WRITE LEGIBLY - CANNOT BOTH TYPE AND WRITE ON FORM)**

<b>EMPLOYER NAME</b>					
<b>LAST NAME</b>					
<b>FIRST NAME</b>					
<b>MIDDLE NAME</b>					
<b>STREET ADDRESS</b>					
<b>CITY</b>		<b>STATE</b>		<b>ZIP</b>	
<b>COUNTRY</b>				<b>PHONE</b>	
<b>EMAIL ADDRESS</b>					
<b>BNA BADGE NUMBER</b>		<b>DOB</b>		<b>SSN</b>	

**KEY HOLDER AGREEMENT**

Key holders and their company must surrender/return the BNA airport-issued keys to the Metropolitan Nashville Airport Authority (MNA) Identification Office immediately should their BNA airport-issued badge be deactivated or terminated or any other reason the badge holder is no longer qualified for the badge and/or key(s). Key holders and their company must immediately comply with all audits on keys. Key holders and their company may be subject to fees and/or civil penalties for each key not returned or otherwise failing to comply with the requirements listed above. Each key holder is encouraged to ask for a receipt upon returning a key as proof of returning such item and to retain such proof as necessary. This does not relieve any employer or company from any responsibility as noted in any agreement entered into with other representatives of the Metropolitan Nashville Airport Authority. Key holders shall not tamper, mutilate, loan, borrow, or reproduce the key in any manner and will reimburse the MNA for replacement costs if keys are lost or wilfully damaged and for any cost or damage associated with failure to follow these or any other laws or MNA rules and regulations or TSA rules and regulations. A fee for replacement keys may be assessed. Lost or stolen airport-issued keys must be reported to the MNA Airport Police immediately at 615-275-1703 and a Lost/Stolen Report should be completed at that time. Stolen keys accompanied by a Police Theft Report may be replaced at no charge. Any authorized representative of the Metropolitan Nashville Airport Authority is authorized to inspect and/or confiscate an airport-issued key. Key holders must safeguard and keep airport-issued keys confidential and only access the areas to which they are authorized. The airport-issued key remains the property of the Metropolitan Nashville Airport Authority at all times and remains property of the Metropolitan Nashville Airport Authority after it is issued to an individual. Violations may subject the violator to sanctions under TSA and/or MNA rules and regulations. This application must accompany all key requests and be signed by an active Authorized Signatory. Keys will only be issued to active BNA badge holders.

KEY APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**AUTHORIZED SIGNATORY APPROVAL (MUST BE COMPLETED BY AUTHORIZED SIGNATORY ONLY)**

I \_\_\_\_\_ APPROVE \_\_\_\_\_'S MEDIA (KEY)  
 Authorized Signatory's Name (Please Print) Applicant's Name (Please Print)

APPLICATION FOR \_\_\_\_\_  
 Company's Name (Please Print) Authorized Signatory's Signature Date

**IDENTIFICATION OFFICE USE ONLY**

**\*THIS SECTION FOR IDENTIFICATION OFFICE USE ONLY\***

PERIMETER KEY SERIES # \_\_\_\_\_ KEY # \_\_\_\_\_

TRUSTED AGENT \_\_\_\_\_ DATE ISSUED \_\_\_\_\_



**Department of Public Safety  
Nashville Airport**



**ELECTRONIC LOCK AND KEY RESPONSIBILITIES**

As an MNAA badge holder I understand and will comply with the following requirements...

My MNAA electronic key is the property of the Airport Authority. Designated MNAA representatives are allowed to inspect and verify my key at any time. \_\_\_\_\_ **Initial**

My MNAA electronic key must be returned immediately to the Identification Office if any of the following occur: resignation, termination, transfer, lay off, or for any other reason the key is no longer needed. \_\_\_\_\_ **Initial**

My MNAA electronic key is for Official Use Only. I will not tamper with, mutilate, loan, borrow, or reproduce my electronic key in any manner. \_\_\_\_\_ **Initial**

I understand that if I lose my MNAA electronic key, I will be fined \$100. If the \$100 is not paid, I will not be able to be issued a key electronic key or renew by BNA issued badge. \_\_\_\_\_ **Initial**

I will keep my electronic key secured at all times. \_\_\_\_\_ **Initial**

I will properly secure any MNAA gate I access by ensuring that the chain is properly tightened around the gate and securely fastened using the electronic lock. I will ensure that any gate that does not utilize a chain system has the lock properly secured to the gate and post. \_\_\_\_\_ **Initial**

I understand that I must refresh my electronic key every seven (7) days by tapping it against one of the wall programming devices (located at the DPS building and the CSF building) or by installing the CLIQ Connect application on my mobile device. If I do not refresh my electronic key, it will deactivate and I will be unable to use it until it is refreshed. \_\_\_\_\_ **Initial**

**Metropolitan Nashville Airport Authority badge holders only:**

I understand that I am responsible for paying any fines (up to \$11,000 per occurrence) that are issued to the Metropolitan Nashville Airport Authority by TSA for failing to properly secure a gate and/or electronic lock. \_\_\_\_\_ **Initial**

**I acknowledge and understand the above responsibilities:**

PRINT NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_