PORT AUTHORITY NY NJ
AIR LAND RAIL SEA

PA4274/07-26

Airport Escort Form

Reset

This form must be used when a company is requesting that individuals and/or vehicles be escorted into the AOA, Secured/SIDA, or Sterile Areas of the airport through an airport approved access point or, if seeking access into the Sterile Area, through the TSA Passenger Screening Checkpoint[1]. All fields must be completed, the form must be given to the security agent at the Port Authority - Controlled Access Point AND kept on file in the originating company's office.

I. Airport employee conducting Escort:

Last Name:	**First Name:**	
SIDA Badge Number (front):	**Date and Time of Escort:**	
Company:	**Reason for Access:**	
Entry Point:	**Destination Location:**	
License Plate No.:	**PONYA Plate No:**	**Cell Phone Number (Mandatory)**
Transfer Time (if applicable):	**Full Name (Last, First) of the person accepting escort**	**SIDA Badge Number (front):**

II. Individuals/Vehicles under escort:

	Last Name:	First Name:	Company:	ID Type (i.e. Driver's License or Passport)	ID Number (provide last 4 digits only)	ID Exp. date
1.						
2.						
3.						
4.						
5.						

Vehicle #1 Information (if applicable)	**State License Plate No.**	**No. of Occupants**
Vehicle #2 Information (if applicable)	**State License Plate No.**	**No. of Occupants**

III. Certification:

I certify that the information provided on this document is accurate. I certify to the best of my knowledge that the individual(s) I am conducting the Escort for does not have an Airport Security ID Card, or one that is expired, lost, or stolen, or whose Airport Security ID Card was denied, revoked, or suspended. I understand that I will abide by all escort procedures required by the Port Authority, including, but not limited to, the procedures noted on this form. I understand that I am subject to screening and that refusal to undergo screening may result in the revocation of unescorted access authority as well as any penalties prescribed by local, state, or federal law, as applicable. I understand that the individuals under my escort are subject to the same screening and resulting penalties and have informed them of such. I understand that failure to follow these requirements may result in a civil penalty, a Breach of Rules (BOR), and/or the revocation of escort privileges and/or my Airport Security ID Card.

ESCORTER'S SIGNATURE: _____ DATE: _____ PID # (Back of card) _____

Transfer of Escort to another Airport Employee:
ESCORTER'S SIGNATURE: _____ DATE: _____ PID # (Back of card) _____

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ESCORT PROCEDURES

General

- Airport Employee conducting the Escort **MUST**:
  - Have escort privileges indicated on the ID Card – "EP" or "EV".
  - Conduct the escort for business purposes only.
  - Remain with the person(s) or vehicle(s) you are escorting at ALL times.
  - Verify all occupants of escorted vehicles.
  - Maintain verbal communication without the use of radios or phones.
  - Maintain visual contact with the person under escort.
  - Escort no more than 5 people or 2 vehicles at a time.
  - Ensure the individual under escort engages in activities only for which the escort was requested. Otherwise, you must immediately escort the individual to a public area and contact your supervisor and/or Port Authority PAPD for assistance. If you are unable to do so, you must immediately contact PAPD (on the back of all Airport Security ID Cards) and ask for assistance.
  - Provide two (2) completed copies of this form. One copy should remain with the individual conducting the escort at all times. The 2nd copy should be provided at the Port Authority -Controlled Access Point.
    - At EWR only, three (3) copies are required. The 3rd copy should remain in the vehicle being escorted.

- Airline, Terminal Operator, Tenant:
  - Airport Escort Form (PA4274) must be completed for conducting an Escort
  - This Airport Escort Forms must be kept on file by the company performing the escort for one year after the date of escort.

Secured Area Only

- A copy of the PANYNJ Airport Escort Form (PA4274) must be provided at the airport approved access control point when completing the escort.

Sterile Area Only

- All escorts must be conducted through the Transportation Security Administration (TSA) Passenger Screening Checkpoint unless otherwise approved by the TSA.
- If an escort is conducted from the Sterile Area to the Secured Area/AOA (ramp), you must not attempt to return to the Sterile Area with the individual under escort. You must exit the Secured Area and return to the TSA Passenger Screening Checkpoint to continue the escort in the Sterile Area.
- Any individual who does not have unescorted access privileges (i.e. ID card) *and needs to bring items into the Sterile Area* that are on the TSA Prohibited Items List MUST be under escort.

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Failure to comply with these procedures may result in a civil penalty, a Breach of Rules (BOR), and/or the revocation of escort privileges and/or my Airport Security ID Card.