



long beach
airport

Long Beach Airport Badging Office Bulletin

Bulletin # 2024 - 01

Date: December 6, 2024

To: Signatories

New Access Control Request Procedures

PURPOSE

To inform Long Beach Airport (LGB) Airport partners of new access control request procedures that will go into effect on January 1, 2025.

BACKGROUND

The Badging & Access Control Office has updated access control request procedures to streamline and standardize access control requests for individuals and companies.

Effective January 1, 2025, individuals and companies requesting changes or additions to their access must complete and submit a Permanent Company Access Template (Form 1014) or a Temporary Access Request (Form 1015) to LGBAccessControlRequest@longbeach.gov.

These access control request forms will be available on the [Badging & Access Control website](#) under "Forms" prior to implementation.

Please refer to the Frequently Asked Questions for additional information and guidance on which form should be submitted. Annotated guidelines for completing each form are available on the Badging & Access Control website.

POINT OF CONTACT

If you have any questions regarding this bulletin, please contact the Badging & Access Control Office at LGBbadging@longbeach.gov or (562) 570-2618.

Long Beach Airport Badging & Access Control Office