



Access Request Forms Frequently Asked Questions

1. What is Access Control?

Federal regulations require the Long Beach Airport (LGB) to control and limit access to its secure spaces. LGB meets this standard using Security Identification (ID) Media that authorizes access based on operational need.

2. How do I request access?

Access to LGB-controlled portals of the Air Operations Area (AOA), Security Identification Display Area (SIDA), and Sterile Area are managed by LGB. New employees will receive predetermined access with their ID Media. To request additional access, please submit a Permanent Company Access Template (Form 1014) or a Temporary Access Request (Form 1015) or to LGBAccessControlRequest@longbeach.gov.

3. What are the Temporary Access Request form and the Permanent Company Access Template?

The Temporary Access Request form and the Permanent Company Access Template are the two types of access request forms used by LGB for access requests. The Temporary Access Request form is used to request short-term, temporary access changes for one ID Media holder. The Permanent Company Access Template is used to request permanent access changes for an entire company.

4. What type of form should I submit?

In most cases, a Permanent Company Access Template should be submitted. Individual access is approved on a case-by-case basis for a duration not to exceed 30 days and for temporary use. When requesting access for short-term use, the requester must include the access expiration date in the justification (reason for access request) section. Long-term, permanent use must be requested by submitting the Permanent Company Access Template.

5. Who can submit an access request form?

Permanent Company Access Templates must be submitted by an Authorized Signatory. The Temporary Access Request form can be submitted by any ID Media holder; however, it must be signed by an Authorized Signatory within the company and an Authorized Signatory within the Master Tenant company.

6. Who needs to sign the access request form?

The Temporary Access Request form must be signed by the applicant and the applicant's Authorized Signatory. If the applicant's employer is a subtenant, the form must also be signed by the Master Tenant's Authorized Signatory. If the applicant is uncertain whether their employer is a subtenant or a Master Tenant, they should consult with their Authorized Signatory. The Permanent Company Access Template must be completed and signed by the Authorized Signatory. If the requesting company is a subtenant, the Master Tenant's Authorized Signatory must also sign the form.



7. What if I am affiliated with multiple companies and have multiple badges and Authorized Signatories?

You only need to submit an access request form for the badge on which you are requesting access to be added. If you need access added to multiple badges, you must submit a separate access request form for each badge and each application must be signed by the Authorized Signatory affiliated with that badge.

8. If I hold multiple badges, can I use one badge to access portals for activities associated with a different badge?

No. You should only use your badge to access portals when conducting business activities affiliated with that badge. If you hold multiple badges, you cannot use one badge to access portals needed for activities affiliated with a different badge. Doing so may result in a Notice of Violation. Instead, you should submit an access request form for each badge as needed.

9. How long does it take to receive access after submitting a request form?

After the appropriate access request form is submitted, it will take approximately seven business days for access to be added.

10. How do I determine the Access Point name for the door I am requesting access to?

All access points have an associated door label affixed to the top of the access control reader. If the door label is not present, look for a door name or number placard. If there is not a door name or number placard, please ensure the door is managed by LGB. If you are uncertain, contact the LGB Badging & Access Control Office.

11. Who approves my access requests?

LGB Safety and Security reviews and approves access requests.

12. Can I create a predetermined access level for new ID Media holders at my company?

Only an Authorized Signatory can submit a Permanent Company Access Template to the Badging & Access Control Office. Once approved, access will be updated for all company employees. Any new company employee will automatically receive the updated access level when they obtain their ID Media.

13. Can my company have multiple access levels?

Larger organizations may need multiple access levels. For example, managers and employees at the same company may require different access levels. This process is more complex and requires scheduling a meeting with the Badging & Access Control Office. Please contact the Badging & Access Control Office at (562) 570-2618 to schedule a meeting if your company requires multiple access levels.



14. What access will I receive if there is no existing company access template for my organization?

If you do not already have an approved access template for your company, you will receive the All-Employee Access Level. For SIDA badges, this level includes Gate K and PC23 (Marché Gate). No access is preprogrammed on Sterile Area badges or AOA badges.

15. I have an AOA badge. Can I receive airport access?

AOA ID Media holders can submit a request for LGB-managed gates in the AOA. AOA gates are not preprogrammed on AOA badges and will need to be requested through either the Temporary Access Request form or the Permanent Company Access Template.

16. When is the best time to submit or review a Company Access Template?

Authorized Signatories are required to ensure that access is requested and used for operational need only. Due to legacy access systems and procedures, your organization may not yet have a uniform access level. Authorized Signatories are highly encouraged to verify company access levels with the Badging & Access Control Office prior to or during the Signatory badge renewal and training process.