



**DETROIT METROPOLITAN WAYNE COUNTY AIRPORT  
EMPLOYEE PARKING CHANGE REQUEST FORM**

Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee Badge #: \_\_\_\_\_

**Action Requested:**

- Cancel ALL employee parking access for the above individual.
- Add South Employee Lot Parking to above individual.
- Add North Employee Lot Parking to above individual.
- Change Parking Access from the North Employee Lot to the South Employee Lot.
- Change Parking Access from the South Employee Lot to the North Employee Lot.
- Other: \_\_\_\_\_

**The company will be billed for the entire month regardless of the duration of time the employee was authorized-there is no pro-rated billing.**

\_\_\_\_\_  
AUTHORIZED SIGNER – PRINT NAME

\_\_\_\_\_  
AUTHORIZED SIGNER - SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DTW BADGE #

\_\_\_\_\_  
OFFICE PHONE #

**Employee parking is billed monthly to the company billing address on file with the Airport's Finance Office.**

**The following billing rates apply:**

**North Employee Lot and/or South Employee Lot - \$45 per month per employee**

**AIRPORT USE ONLY**

Received by: \_\_\_\_\_

Date Changed: \_\_\_\_\_

Airport Security  
Detroit Metropolitan Wayne County Airport – Building 610 – 31399 East Service Drive – Detroit, MI 48242  
Phone: (734) 942-3606 Fax: (734) 942-3814 Email: Security@wcaa.us