



## Company Registration

### General Information:

- All companies that have a need to obtain an airport ID badge shall complete the Company Registration Information and Authorization Form.
- The company or entity registering with the ID Badging Office must obtain signatures from the primary tenant or leaseholder for which they are doing business with.
- If your company requires an Airport Agreement or Permit Number, contact the Airport Properties Department at (414) 747-3722.
- Company Registration, Information and Authorization Form is available in the ID Badging Office.

### Form Completion:

1. **Part A – New Company.** Enter company contact and billing information, including the Federal Tax.
2. **Part B – Type of Service.** Indicate what type of service your company provides and fill in the appropriate information. (Contractors, Sub-Contractors or Vendors. Obtain the authorization of the Sponsoring Tenant or Leaseholder.
3. **Part C - Aeronautical Operators, Hangar Owners or Concessionaires.** MKE Properties will verify any authorized agreements with the airport (if applicable).
4. **Notification of Registration.** Once the form is completely signed, the ID Badging Office will route the Company Registration Information and Authorization to MKE Departments for further processing. Once complete, the ID Badging Office will notify the company that it has successfully registered with MKE.