



Request Date	Terminal	
Company Name		
Contract Vendor TWIC Card Yes No	Cardholder Name	
On Site Date / Time	Duration	
Purpose of Visit / Description of Activities		
On Site Contact Person		Cell Phone Number
TWIC Card? (If different than above) Yes No	Photography Yes No	Video Taping Yes No
Notes	Skiff in the Water Yes No	Parking Yes No

Additional Information

1. Notify all of the following individuals via email, not less than 48 hours ahead of your scheduled visit. If for some reason you are unable to give 48 hours notice, please contact one of the below-named directly (no messages) in the following order - office phone, cell phone, pager.

Mr. Leonard Smith
lsmith@wsdot.wa.gov
 Office 206-515-3695
 Cell: 206-571-5165

2. In your email please include the information in this form.
3. Upon arrival - To gain access to the facility the visitors must have a valid driver's license and a business card. This information must be presented to the Terminal Supervisor upon arrival. If allowed to park at the facility, a temporary parking permit must be issued by the Terminal Supervisor. Without the permit the vehicle is subject to be towed at owner's expense.