AIRS User Access Management Form

Aviation Information Reporting Support

◯ **New**   ◯ **Update existing**

Date: _____

AIRS User ID: (A#) _____

* Not required for a new user request

* Required for all other requests

☐ Account needs to be unlocked   ☐ Account needs to be locked

AIRS User First Name: _____   ☐ Change needed

AIRS User Last Name: _____   ☐ Change needed

AIRS User Email: _____   ☐ Change needed

AIRS User Phone: _____   ☐ Change needed

Vendor Name: _____   ☐ Change needed

Vendor DUNS # : _____   ☐ Change needed

Additional Comments: _____

For internal Use Only

Form Processed by: _____

Email ID of processor: _____

Approved by: _____

Approver's Email: _____

FBMS Vendor Number: _____

Signed By _____

Remedy # _____

Please email the completed form to AIRS_ACCESS@IBC.DOI.GOV