

## **Special Event Notification Form**

This **Special Event Notification Form** may be utilized in instances where more than 3 people will be escorted.

- ❖ Special events or circumstances will be evaluated on a case by case basis.
  - ❖ Completion and submission of the form and **prior approval** from the ASC or ASC's designee must be received before conducting the escort.
  - ❖ To ensure prompt approval completed forms should be emailed to:  
**AUSCompliance@austintexas.gov** at least 72 hours in advance to allow for approval of this exemption.
  - ❖ In an emergency situation with less than 72 hours notice available; submit the email to **AUSCompliance@austintexas.gov**. Approval **must** be obtained before conducting the escort by ASC or Security Manager.
- Names, date of birth, DL# and expiration of all individuals being escorted
  - Estimated length of time the escort will be conducted.
  - Approximate location of the escort.
  - Reason for the escort.

### **Authorized Escort Name, Badge Number and Employer:**

Name	
Badge #	
Employer	
Contact Info	
Date & Time of Escort	
Location	
Reason for Escort	

Full Name of Person being Escorted	Date of Birth	Verified Driver's License # or other qualifying identification	Expiration date of Identification