



STATE OF HAWAII
 DEPARTMENT OF TRANSPORTATION
 AIRPORTS DIVISION ENGINEERING BRANCH
 400 RODGERS BOULEVARD, SUITE 700
 HONOLULU HI 96819-1880
 FAX: (808) 838-8751

REQUEST FOR AIRPORTS PLANS AND CAD/COMPUTER GRAPHICS DATA

TO BE COMPLETED BY REQUESTOR:

FIRM NAME: _____ DATE: _____

ADDRESS: _____

REQUESTED BY (NAME): _____ PHONE NO: _____ FAX: _____

EMAIL ADDRESS: _____

PROJECT NUMBER: _____ PROJECT TITLE: _____

REFERRED BY (AIRPORTS STAFF): _____

ARE YOU MAKING AIRPORT TENANT IMPROVEMENTS? YES NO

DETAILS OF PLANS/ELECTRONIC DATA REQUESTED: _____

PURPOSE OF PLANS/ELECTRONIC DATA REQUESTED: _____

Airports will contact you as soon as clearance is granted. However, if you do not hear from us 3 working days after you have submitted this request, please call 838-8855 to check on the status.

☆ **Requestor is required to sign Confidentiality and Non-Disclosure Agreement.**

Requestor:
 NAME _____

SIGNATURE _____ DATE _____

TO BE COMPLETED BY AIRPORTS:

State Project Manager/Property Manager/ADM Approval:

NAME _____

SIGNATURE _____ DATE _____

APPROVED / DISAPPROVED

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

- A. I acknowledge and confirm my understanding of the following with respect to the requested plans, drawings, documents, photographs, materials and records, are hereinafter collectively referred to as the "Requested Documents".
- The "Requested Documents" may be considered sensitive security information ("SSI") under 49 CFR Part 15, 40 CFR Part 1520, and other federal regulations.
 - The "Requested Documents" may be protected from disclosure under the federal Freedom of Information Act and other application federal laws.
 - The "Requested Documents" are considered by DOTA to contain information that is vital to the security and safe operation of the Airport, whether or not the documents are classified by any other governmental entity or law as containing such information.
 - The "Requested Documents" are considered by DOTA possible to contain information that is commercially or financially sensitive or which is a trade secret.
- B. I agree to the following with respect to the "Requested Documents":
- I will safeguard the "Requested Documents": to prevent disclosure (whether inadvertent or otherwise) of them or any portion of them by keeping the "Requested Documents" when in use under the control of a limited number of authorized persons, of suitable age and discretion and when not in use stored in a secure container, such as locked desk, file cabinet, or locked room.
 - I will not release, disclose, distribute or disseminate all or any portion of the "Requested Documents" to, any person, company, entity, organization or firm for any reason that does not relate to the work of the project, or the purposes mentioned on the request. Any such permitted review, release distribution or dissemination of the "Requested Documents" that does not relate to the work of the project, or the purpose mentioned on the request shall be made only by an employee of the Firm with and utilizing appropriate supervisory and decision-making authority and discretion and only the following compliance with all application federal, state, and local laws and regulations.
 - I will not provide access to, or release distribute, or disseminate all or any portion of the "Requested Documents" in response to requests made pursuant to or based on the Hawaii Public Record law, the federal Freedom of Information Act, or any other public records or sunshine laws (collective "Public Record Laws"). I will immediately refer all such Public Record Laws request for access to or copies of all or any portion of the "Requested Documents" to DOTA for appropriate disposition.
- C. Neither DOTA granting me permission to review, nor DOTA allowing me to obtain copies of, the "Requested Documents" constitutes a waiver of the confidential, security sensitive , or disclosure exempt status of all or any portion of the "Requested Documents"

Project Number

Signature of Requestor

Date

Project Title

Print Name

Company Name