



ACQUIRING CREDENTIALS FOR YOUR ORGANIZATION

In order for an individual to acquire credentials, media passes or any other identification from All Access Passes, several methods of documentation and verification are required.

Under no circumstances will any of the following methods be exempted without the express written consent of All Access Passes.

For security reasons, and to protect ourselves and your company from any type of fraudulent methods of acquiring illegal identification, the following methods of proof are required:

1. A sheet of company letterhead with the type-written request hand signed by the person(s) requesting the identification.
2. A Business Card with your Full Name, Business Name, your Office Phone Number and Email Address.
3. Your email address must be your name. A verification email will be sent and must be replied to by you from the same email address.
4. Your Phone number will be called. It must be your voice on the voice mail (or you answering your extension.)
5. Cell phone numbers, Blackberry, Nextel, or other mobile / portable means of communications are not an acceptable form of verification.
6. Email addresses obtained from free sources such as, but not limited to Hotmail, Yahoo, America Online, MSN, etc. are not acceptable forms of verification. Your email domain must be the same as the company name. For example, if your company name is WXYZ Radio, then your email must be yourname@wxyzradio.com, or something very similar.
7. The 50% deposit must be paid with a Company Check. Personal, blank starter checks or cash are not accepted.

All information will be verified before any work is started to prevent fraud.

If we initiate the contract with you, then the above methods are not necessary. This is only for clients contacting us.

We hope you understand our position on verification. We're sure you would want the same security if someone tried to acquire credentials using your company name.