



Sample Letter of Good Standing*

Your Company's Letterhead

Company Letterhead

July 29, 2015

To Whom It May Concern,

My name is Jane Doe and I am the RAPIDGate Company Administrator for ABC Enterprises. I am writing to respectfully ask for your consideration of the RAPIDGate waiver request submitted by our employee, John Doe.

Employment Dates

Mr. Doe has been employed with us since 08/15/2010. Over the last 5 years, he has proven to be a hard-working and valuable employee, starting out in the field and working his way up to his current position as a supervisor.

Mr. Doe has not had any attendance issues, or any kind of disciplinary action taken against him since he started with us 5 years ago. He made mistakes when he was young, but has since completed his community service, and has learned from his experiences.

Verify Good Standing

We consider Mr. Doe to be in excellent standing with our company. His continued presence at his job sites is vital to our operations, and we sincerely hope that he is approved for RAPIDGate access in order to continue his job.

If you have any questions about Mr. Doe's employment or require any additional information, please do not hesitate to contact me at (555)555-5555 or janedoe@example.com.

Thank you for your consideration in this matter.

Sincerely,

John Doe

RCA Contact Information

Jane Doe
Manager/RAPIDGate Company Administrator
(555) 555-5555
janedoe@example.com

*Please note that this is just a sample provided for your reference. Use of this sample format and the provision of the type of information this sample contains will not guarantee that an employee will be granted a waiver to access a military facility using RAPIDGate.

RAPIDGate®

Waiver Release Authorization Form

Please sign and date the form below to initiate the waiver process for the RAPIDGate Program. Incorrect or incomplete forms will not be accepted or retained on file.

Send this form, together with the Letter of Good Standing, to RAPIDGate:

Via Fax: (971)223-6496

Via Email: Screening@rapidgate.com

Participant Name:

Participant Address:

Participant Phone Number:

Company Name:

Background Screen Case/Work Order Number:

Name of Military Facility:

(Please note: an individual waiver form must be submitted for each facility.)

To Whom It May Concern:

By signing this background investigation release form, I, _____, hereby authorize the RAPIDGate Program Background Screening Provider to provide a copy of my background screening report to the facility for review. I understand that the facility will use this report to determine my eligibility to obtain a waiver to participate in the RAPIDGate Program at that facility.

Regards,

Signed _____ **Date** _____

To be completed by the RAPIDGate Company Administrator:

By checking this box, I authorize the RAPIDGate Program to:

- Submit this Waiver request to the listed facility immediately upon receipt.
 - Update this Participant's primary facility to the first facility that approves his/her waiver request.
 - Ship any new RAPIDGate credential to the new primary facility location for this Participant, should it be changed.
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If you have any questions regarding the waiver process or how to complete this form, please call RAPIDGate Customer Support at **(877) 727-4342**.