



REQUEST FOR BADGE TERMINATION

The Authorized Signatory shall collect and return terminated badge holder ID Badge and/or all issued keys to the Airport Operations Department within 48 hours of Termination or Disaffiliation with organization

Form to be Completed by Authorized Signatory of Terminated Badge Holder

Date: _____

Badge Holder Name: _____

Organization: _____

Date of Termination: _____

Issued Keys? Yes No If yes, Key(s) Identifier: _____

Special Notes: _____

Signatory/Badge Holder Name: _____

Print

Signature: _____

Sign

- FOR AIRPORT OPERATIONS DEPARTMENT USE ONLY -

Invalid Badge #:	_____	Initial:	_____
Invalidated Date:	_____	Initial:	_____
Badge Returned:	_____	Initial:	_____
Key(s) Returned:	_____	Initial:	_____
Placed in 180 File:	_____	Initial:	_____
Invalidated By:	_____		

Place Invalidated
Badge/Keys Here
&
Make a Copy