

# SALT LAKE CITY DEPARTMENT OF AIRPORTS

## REQUEST FOR BADGE DEACTIVATION



Badge #

Person ID #

### OVERVIEW

This form must be completed and submitted to the Badging Office immediately upon change of badge status (**lost, stolen, terminated, resignation, or administrative deactivation**). The badge must be returned to the Badging Office within 24 hours of deactivation (**unless lost/stolen**). In addition to the \$100 fee assessed for a non-returned badge, companies are also subject to a \$100 fee for failure to notify the Airport of a badge status change.

Complete the form in its entirety and either fax to (801) 575-2377 or email directly to the Badging Office by selecting the **"Click to Submit"** button below after completing of the form.

### SECTION 1 BADGE TO BE DEACTIVATED

Last Name First Name

Badge Number Card Number Company Name

Is the badge in possession of your company? ☐ Yes ☐ No

### SECTION 2 INDIVIDUAL REQUESTING DEACTIVATION Individual must be an authorized signer.

Last Name First Name

Phone Number Company Name

Email Address

### SECTION 3 REASON FOR DEACTIVATION

☐ Employment Terminated ☐ Lost ☐ Stolen ☐ Administrative Deactivation (**Indicate Reason Below**)

Administrative Deactivation Details

☐ Suspension ☐ Military ☐ Extended Medical Leave

☐ Other \_\_\_\_\_

**CLICK TO SUBMIT**

### SECTION 4 ACCESS CONTROL USE ONLY

Deactivated By/Date Comments