

## HOUSTON AIRPORT SYSTEM LOST OR STOLEN I.D. BADGE NOTIFICATION FORM

Please select one: IAH \_\_\_\_\_ HOU \_\_\_\_\_ EFD \_\_\_\_\_

Please select one: Lost Badge \_\_\_\_\_ Stolen Badge \_\_\_\_\_

If stolen, please provide Police Report Number: \_\_\_\_\_

LEGAL NAME OF APPLICANT: \_\_\_\_\_

SS# \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ EMPLOYER \_\_\_\_\_

Please explain in briefly how the badge was lost or stolen – Please print legibly.

\_\_\_\_\_  
\_\_\_\_\_

***SUPERVISOR OR SIGNATURE AUTHORITY HAS BEEN NOTIFIED OF THE DISPOSITION OF THE BADGE AND ACKNOWLEDGES BELOW:***

\_\_\_\_\_  
Signature Printed Name Date

Replacement fees have been established and the time frame for cost replacement is a calendar year (365 days) which begins the day the badge is reported lost/stolen.

1<sup>st</sup> Badge \$100

2<sup>nd</sup> Badge \$150

3<sup>rd</sup> Badge \$200

If the badge is returned to the Badging Office, prior to its expiration date, 90% of the fee charged for the badge will be refunded. This process may take 4-6 weeks. The cost of the replacement badge is the sole responsibility of the badge applicant and all fees must be paid at the time this report is filed.

A Notice of Violation (NOV) may be issued, if it is determined by HAS that proper precautions were not taken in order to protect the badge from being lost or stolen.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Work Phone No. \_\_\_\_\_

**Official Use Only**

Old Badge #	Replacement Badge #	Amount Paid: \$ _____
Data Entered By:	NOV#	Date: