

Date training complete: \_\_\_\_\_

Badging Staff initials: \_\_\_\_\_

## Lost/Stolen Badge and Key Application

Employee Name: \_\_\_\_\_

Item Lost/Stolen: PDX Security Badge  Access Card  Security Key 

Badge Number / Key Number: \_\_\_\_\_

Describe the circumstances in which the item was lost/stolen, including date and location.

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**\*\*\*SECURITY TRAINING REQUIRED TO REPLACE BADGE\*\*\*  
Call the Badging Office at (503) 460-4500 to Schedule**

By signing below, I acknowledge that I have read the policies and fee schedule listed on the back of this application. I agree to immediately return the lost/stolen badge or key if it is located.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

As the employee's authorized signer, I have been notified that the above item has been lost or stolen. I have indicated by my signature below that I approve a replacement be issued.

### Grey Box to be completed by Authorized Signatory (AS)

AS Printed Name: \_\_\_\_\_

AS Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

## **Lost/Stolen Badge and Key Policy**

Lost/stolen PDX Security Badges, Access Cards and Security Keys must be reported to the PDX Security Badging Office (503-460-4500) immediately during business hours or to the PDX Communications Center (503-460-4747) after hours. Lost/stolen badges must be replaced within 30 days of being reported. Applicant is required to retake the Security Training video before a replacement badge will be reissued.

## **Fee Schedule**

Lost/stolen PDX security badges are tracked using a rolling four year period beginning with the date the first PDX security badge was lost/stolen. Fees are determined by the number of PDX security badges that have been lost/stolen within the four year time period. Access Card replacement fees also increase with each one that is lost/stolen. Security key replacement fees are charged at a flat rate.

### **Lost/Stolen Security Badge:**

- 1<sup>st</sup> Badge \$100
- 2<sup>nd</sup> Badge \$150
- 3<sup>rd</sup> Badge \$200
- 4<sup>th</sup> Badge - Must be approved by Airport Security Coordinator (ASC)

### **Lost Access Card:**

- 1<sup>st</sup> Access card \$10
- 2<sup>nd</sup> Access card \$20
- 3<sup>rd</sup> Access card \$30
- 4<sup>th</sup> Access card \$40

### **Lost Security Key:**

- \$50

Fees can be refunded if the lost item is returned to the PDX Security Badging Office within two business days after a replacement has been issued.

After three lost/stolen badges, replacements are only allowed if authorized by the Airport Security Coordinator (ASC).