

## Lost or Stolen Badge/Key Application

Employee Name & UPID: \_\_\_\_\_

Item Lost: PDX Security Badge  Non-Security Badge  Security Key

Badge Number / Key Number: \_\_\_\_\_ Police Case# (If stolen): \_\_\_\_\_

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

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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 badge or key if it is located.

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

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As the employee's authorized signer, I have been notified that the employee lost the item above. 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 Badge and Key Policy**

Lost PDX Security Badges, Non-Security Badges, Security Keys and POPID's 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.

## **Fee Schedule**

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

### **Lost Security Badge:**

- 1<sup>st</sup> Lost badge \$50
- 2<sup>nd</sup> Lost badge \$75
- 3<sup>rd</sup> Lost badge \$100

### **Stolen Security Badges:**

- If a police case# is provided \$0
- If no police case#, lost badge fees apply

### **Lost Access Card:**

- 1st Access card \$10
- 2nd Access card \$20
- 3rd Access card \$30

### **Lost Security Key:**

- \$50

### **Lost POP ID:**

- \$20

Fees can be refunded if the lost item is returned to the PDX Security Badging Office within two business days.

After 3 lost badges, replacements are only allowed if authorized by the Airport Security Coordinator.