



# DETROIT METROPOLITAN WAYNE COUNTY AIRPORT ID BADGE REPLACEMENT FORM

The individual identified below is an employee of: \_\_\_\_\_  
**Company Name**

and has reported to us that his/her Airport ID Badge has been lost \_\_\_\_\_ or stolen \_\_\_\_\_. It is requested that the employee's Badge be replaced and is understood that should the badge be recovered/found, it will be returned to the Airport Security Department.

Name: \_\_\_\_\_  
LAST FIRST MI

Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
STREET CITY STATE ZIP

Job Title: \_\_\_\_\_ Department \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

The above information is correct and administrative records regarding the employment and/or reference checks required for compliance inspection by the TSA or the Airport Authority are maintained as a matter of record.

**\*AUTHORIZING SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*PRINT NAME:** \_\_\_\_\_ **BADGE NUMBER:** \_\_\_\_\_

\*Authorization must be made by a company official who is on file with Airport Security to sign for badge issuance.

### REPLACEMENT COSTS:

- 1st Replacement \$100.00 (\$80.00 deposit, \$20 processing fee)
- 2nd Replacement \$200.00 (\$180.00 deposit, \$20 processing fee)
- 3rd Replacement issuance requires approval from Airport Management
- Contractor Replacement Badge \$320 (\$300 deposit, \$20 processing fee)
- \*Returned Checks are subject to a NSF fee of \$25.00 1<sup>st</sup>, \$50.00 for a 2<sup>nd</sup>.

### AIRPORT USE ONLY

\_\_\_\_\_ Replacement Lost Badge #: \_\_\_\_\_

Replacement Deposit Amount \$ \_\_\_\_\_ PIN # \_\_\_\_\_

Processing Fee Amount \$ \_\_\_\_\_ Card # \_\_\_\_\_

Received By: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Payment Type \_\_\_\_\_

Authorization: \_\_\_\_\_ Date: \_\_\_\_\_ Primary Color \_\_\_\_\_

Processed By: \_\_\_\_\_ Ramp \_\_\_\_\_ Escort \_\_\_\_\_ Secondary Color \_\_\_\_\_

Clearance Codes \_\_\_\_\_ Application Date \_\_\_\_\_

### AIRPORT SECURITY

DETROIT METROPOLITAN WAYNE COUNTY AIRPORT

BUILDING 610 – 31399 EAST SERVICE DRIVE - DETROIT, MI 48242 - 734-942-3606 - FAX 734-942-3814