

The purpose of this form is to provide organizations, and their Authorized Signatories, with the opportunity to record and document all pertinent information relating to the recovery of a Phoenix-Mesa Gateway Airport Security Badge, when a badge holder's access is permanently terminated, whether voluntarily or involuntarily.

Section 1 – Badge Holder Information	
Company	
Badge Holder Name	
Badge Number	
Date of Termination	
Badge Holder Email	
Badge Holder Phone #	
Section 2 – Termination Information	
How and when was the Badging Office/Airport Operations notified of the termination? (Phone, email, or in-person)	Date: Time: Method:
Was badge collected at time of termination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES , was the employee given a receipt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If NO , what steps have been taken to recover the badge?	Move to Section 3
Section 3 – Recovery Information	
First Call Attempt	Date: Time:
Second Call Attempt	Date: Time:
Email Sent	Date: Time:
Letter Mailed	Date: Time:
Results	

WARNING: In accordance with 49 USC 46301(a)(6): "Any employer who employs an employee to whom an airport security badge or other identifier used to obtain access to a secure area of an airport is issued before, on, or after the date of enactment of this paragraph and who does not collect or make reasonable efforts to collect such badges from the employee on the date that the employment...is terminated and does not notify the operator of the airport....within 24 hours....shall be liable to the government for a civil penalty not to exceed \$10,000." In addition, the airport will assess a \$50 fee for each badge that isn't returned.