



## Lost/Stolen Badge Application

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

Lost       Stolen      Badge Number \_\_\_\_\_

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

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

**\*\*CONTACT THE SECURITY OFFICE IMMEDIATELY TO REPORT A LOS OR STOLEN BADGE 541-776-7216  
or 24/7 AT 541-941-0910\*\***

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 if it is located.

Employee/Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY AUTHORIZED SIGNER

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 being issued.

\_\_\_\_\_  
A/S Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone

### FOR SECURITY OFFICE USE ONLY

STOP LIST       DEACTIVATED       FEE CHARGED (complete fee form for accounting)

Badge Reissued? New Badge # \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_

## **LOST/STOLEN Badge Policy**

Lost/Stolen MFR Security Badges must be reported to the Airport Security Office (541-776-7216) immediately during business hours, or to the Airport Security Enforcement Team (541-941-0910) after hours. Lost/Stolen badges must be replaced within 30 days of being reported.

As a badge holder of the Rogue Valley International Airport – MFR, you are part of the overall security team. You have an essential role in ensuring a safe and secure work environment in partnership with the airport, Transportation Security Administration (TSA), air carriers, and tenants.

Badges that are unaccounted for create a vulnerability in our airport security. Follow the guidelines below to help maintain control of your badge.

- Keep badge in safe secure place when not in use (personal vehicle not recommended).
- Inspect Lanyard/Badge holder for wear and tear to help prevent loss.
- Choose a specific location to store badge to prevent misplacement.

1. First Offense: Individual will receive verbal counseling, badge fees apply.
2. Second Offense: Attend recurrent security training class, badge fees + civil penalties may apply
3. Third offense: Badge privileges will be revoked, badge fees plus civil penalties apply

### **Fees:**

|                        |          |
|------------------------|----------|
| Lost/Stolen Badge Fee  | \$100.00 |
| Replacement Badge Fee  | \$50.00  |
| Recurrent Training Fee | \$125.00 |
| Construction Badge     | \$200.00 |

*In the event a badge is stolen, the badge holder may present a police report. In the absence of a police report the badge will be considered lost.*

Lost/Stolen badge fees are refundable as follows if returned:

|                |      |
|----------------|------|
| Within 10 days | 100% |
| Within 30 days | 75%  |
| Within 60 days | 50%  |
| Up to 1 yr     | 25%  |