HOUSTON AIRPORT SYSTEM
LOST, STOLEN OR DAMAGED I.D. BADGE NOTIFICATION

Please select Airport(s): IAH _____ HOU _____ EFD _____

`

Please select one: Lost Badge____ Stolen Badge ____ Damaged Badge____

CBP Seal: Yes____ No____ (If **Yes**, provide copy of this document to CBP)

If stolen, please provide Police Report Number:_____

LEGAL NAME OF APPLICANT (Displayed on Badge)**:_____**

SS#_____DATE OF BIRTH:_____EMPLOYER_____

Briefly explain how the badge was lost, stolen or damaged – Please print legibly.

_____

_____

_____

SUPERVISOR OR SIGNATURE AUTHORITY HAS BEEN NOTIFIED OF THE DISPOSITION OF THE BADGE AND ACKNOWLEDGES BELOW:

_____	_____	_____
Signature	**Printed Name**	**Date**

For Lost/Stolen badges only, replacement fees have been established and the time frame for cost replacement is a calendar year (365 days) which begins the day the badge is reported lost/stolen.

1st Badge $100 **2nd Badge $150** **3rd Badge $200**

If the badge is returned to the Badging Office, prior to its expiration date, 90% of the Lost/Stolen fee charged for the badge will be refunded. This process may take 4-6 weeks. The cost of the replacement badge is $16; the lost/stolen fee is the sole responsibility of the badge applicant and all fees must be paid at the time this report is filed. (Example $100 lost fee + $16 badge replacement fee = $116)

A Notice of Violation (NOV) may be issued, if it is determined by HAS that proper precautions were not taken in order to protect the badge from being lost or stolen.

Signature of Applicant:_____ Date:_____/_____/_____

Work Phone No._____-_____-_____.

Official Use Only:

Old Badge #	**Replacement Badge #**	**Amount Paid: $_____**
Data Entered By:	**NOV#**	**Date:**

Revised 04/13