



APPLICATION FOR AIRPORT ID BADGE REPLACEMENT TO BE USED FOR LOST, STOLEN OR BROKEN BADGES

PLEASE PRINT OR TYPE IN BLACK OR BLUE INK. INCOMPLETE APPLICATIONS WILL BE RETURNED.

INSTRUCTIONS

All Airport ID badge holders are required to **IMMEDIATELY** notify the Airport (by calling (509) 884-2494) in the case of a lost or stolen badge. Failure to do so will result in a fine of \$100.

Badge Replacement Process:

1. Please complete all applicable sections of the Airport Identification Badge Replacement application:
 - a. **Section 1** should be completed by the applicant.
 - b. **Section 2** will be completed by authorized Airport Staff.
 - c. **Section 3** will be signed by applicant upon receipt of replacement badge.

2. Bring the completed application to the Airport Security Office.

3. Fees must be paid at the time replacement badge is issued:
 - a. **Lost/Stolen** reported immediately - \$50
 - b. **Lost/Stolen** not immediately reported - \$100
 - c. **Broken** – No charge



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SECTION 1 – APPLICANT INFORMATION (TO BE COMPLETED BY APPLICANT)

Legal Last Name	Legal First Name	Legal Middle Name
Alias Last Name (most recent)	Alias First Name	Alias Middle Name
Current Home Address		
City	State	Zip Code
Home Phone	Work Phone	E-mail Address

SECTION 2 – APPLICANT INFORMATION (TO BE COMPLETED BY AIRPORT STAFF)

Hangar Number OR Project/Business/Club Name	Applicant is: (Check one) <input type="checkbox"/> Tenant <input type="checkbox"/> Sub-Tenant <input type="checkbox"/> Vendor/Contractor <input type="checkbox"/> Employee <input type="checkbox"/> Club Member
Badge Type requested: (Check one) <input type="checkbox"/> SIDA <input type="checkbox"/> AOA	Access Requested (List all gates and doors needed)
Reason for badge renewal/replacement: (Check one) <input type="checkbox"/> Broken <input type="checkbox"/> Lost <input type="checkbox"/> Stolen	Date Reported

As a Trusted Agent for Pangborn Memorial Airport, I certify that I have taken the necessary steps to verify that the named applicant has a need for the requested type of Identification badge. The applicant is a tenant with an active lease, a verified sub-tenant of a tenant with an active lease, an employee or sub-contractor of a company with an active construction, repair or maintenance contract, an airport business employee or airport club member.

Trusted Agent Signature (Please Sign): _____

Please Print Name of Trusted Agent: _____ Date: _____

SECTION 3 – CERTIFICATION (TO BE COMPLETED BY APPLICANT UPON RECEIPT OF REPLACEMENT BADGE)

I certify that I have immediately reported my lost or stolen badge to the Airport OR I have returned the broken badge and am in possession of a replacement badge, issued by Airport Security staff.

Applicant Signature: _____ Date: _____

AIRPORT SECURITY STAFF USE ONLY		
Badge Number	Date Issued	Badge Expiration Date
Badge Type issued: (Check one) <input type="checkbox"/> SIDA <input type="checkbox"/> AOA	Movement Area Authorization: (Check one) <input type="checkbox"/> YES <input type="checkbox"/> NO	Reported Immediately <input type="checkbox"/> YES <input type="checkbox"/> NO
Access Control System Authorization (List all gates and doors approved)		
Processed by:	Fee paid: \$	