

Sacramento International Airport

Badge Recovery Form

Company: _____

Date: _____

This form is to track the attempts to retrieve a badge from an employee who has not returned a Sacramento International Airport (SMF) badge to the employer or Security & Badging office. Following the instructions that are agreed to by all badged individuals at SMF, the badge issued to the individual must be returned immediately upon termination of employment. The signatory of the company to which the badge is being retrieved from will fill out this form and send it to Air-Security@Saccounty.gov once completed. Once the form is filled out and sent to Security and Badging, it will be reviewed and then forwarded to Transportation Security Administration's (TSA) regulatory department for their review, and possible civil penalties will be assessed to the SMF badged employee who failed to return badge media.

Name of Badged Employee: _____

Phone #: _____

Email: _____

First Contact of Employee

Date: _____

Time: _____

Form of contact: Email or Phone

Notes:

Second Contact of Employee

Date: _____

Time: _____

Form of contact: Email or Phone

Notes:

Third Contact of Employee

Date: _____

Time: _____

Form of contact: Email or Phone

Notes:

*****Security & Badging Office Only*****

Badge Name: _____

Badge Number: _____

Date of Contact: _____

Method of Contact: Phone or Email

Notes:

Date sent to TSA: _____