



# HUNTSVILLE INTERNATIONAL AIRPORT LOST / STOLEN / TERMINATION FORM

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## NOTICE OF BADGE DEACTIVATION

I hereby notify the Airport Security Coordinator for the Huntsville International Airport of a lost, stolen or terminated badge. Please deactivate all access privileges immediately for:

Badgeholder Name: \_\_\_\_\_

Badge Number: \_\_\_\_\_  Terminated  Lost  Stolen

Company Name or Hangar #: \_\_\_\_\_

Date Badging Office Notified: \_\_\_\_\_

Method of Notification (Check one)  Telephone  In writing  In person

Termination Date: \_\_\_\_\_

Badge Return Date: \_\_\_\_\_

Lost Badge Fee (\$60 Nonrefundable):  Payable by Company  Payable by Employee

\_\_\_\_\_  
(Print) Authorized Signatory

\_\_\_\_\_  
(Sign) Authorized Signatory

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## AUTHORIZED SIGNATORY ACKNOWLEDGMENT

I acknowledge and fully understand that Authorized Signatories are required to contact the Airport Security Coordinator for the Huntsville International Airport immediately upon a lost, stolen or terminated badge. I also understand that I must return the badge to the Badging & Security Office within 24-hours of termination.

\_\_\_\_\_  
(Print) Authorized Signatory

\_\_\_\_\_  
(Sign) Authorized Signatory

\_\_\_\_\_  
Date

**49 USC 46301 (a) (6) FAILURE TO COLLECT AIRPORT SECURITY BADGES.** 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 who does not collect or make reasonable efforts to collect such badge from the employee on the date that the employment of the employee is terminated and does not notify the operator of the airport of such termination within 24 hours of the date of such termination shall be liable to the Government for a civil penalty not to exceed \$10,000.

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## HMCAA ADMINISTRATION USE ONLY

- Upon notification, disable/deactivate badge in C\*Cure System
- Upon badge return, terminate badge in C\*Cure System
- Notify TSA if employer fails to notify Huntsville International Airport and return the badge to the Badging & Security Office within 24 hours of termination.
  - Date TSA Notified: \_\_\_\_\_ TSA Inspector Notified: \_\_\_\_\_

Trusted Agent: \_\_\_\_\_

Date: \_\_\_\_\_