



Reno-Tahoe International Airport

Report of a Lost/Stolen Security Badge or AOA ID

Badge/ID Holder Name: _____

Company: _____

Badge/ID #: _____ Type (Color): _____

STATEMENT OF LOSS

Are you reporting your badge: LOST STOLEN (circle one) If stolen, attach Police Report to avoid Lost badge fee

When was the last date/time you saw your badge/ID? _____

Describe what you know about how it came to be missing:

BADGE HOLDER VERIFICATION

By my signature I verify that my RNO security badge/ID was lost/stolen as described in my Statement of Loss (above). I understand that I must pay \$50 for the issuance of a replacement badge/ID. The \$50 will be held for two weeks and will be refunded in the event I am able to return my original badge/ID. I further understand that repeated loss of my RNO security access badge/ID may render me ineligible to hold an RNO badge/ID.

(Badge Holder Signature)

(Date)

SUPERVISOR VERIFICATION

By my signature I verify the badge holder named above has notified me of the loss/theft of their RNO badge/ID. The individual continues to have need for an RNO badge/ID and I request a new one be issued to replace the lost/stolen badge/ID.

(Supervisor Signature)

(Date)

BADGE OFFICE USE

New Badge #: _____	Notifications
Lenel: <input type="checkbox"/> Date: _____ TA: _____	ASC: <input type="checkbox"/> Date: _____ TA: _____
TSC: <input type="checkbox"/> Date: _____ TA: _____	Emp Sup: <input type="checkbox"/> Date: _____ TA: _____