



JOHN WAYNE AIRPORT
ID/ACCESS CONTROL OFFICE
ID BADGE TERMINATION FORM

When an employee/tenant terminates his/her relationship with John Wayne Airport or a lease facility (transfers/resigns/is terminated), all access media (ID badge, hangtags, keys) issued to said employee/tenant by JWA must be returned to Airport Operations along with this form **within three working days.**

It is the responsibility of the employer / tenant / leaseholder to ensure this requirement is met. In the event an employee or tenant is terminated for cause or refuses to return the ID badge, immediately contact and advise Airport Police Services at 949-252-5000.

Check here if you believe this employee may present a threat to civil aviation or the Airport. Immediately report your concern to Airport Operations or Airport Police Services.

NAME: _____ ID BADGE #: _____

COMPANY NAME: _____

If ID badge holder was an employee, (7\YW one): QUIT RETIRED TRANSFERRED
TERMINATED CONTRACT EXPIRED OTHER: _____

Effective: _____
(DATE)

Disposition of the John Wayne Airport ID badge issued to employee/tenant is as follows:

- Badge is returned with this form.
- Badge is lost/missing/stolen. **Contact Airport Police Services immediately at 949-252-5000 to have the lost / missing / stolen badge deactivated.**
- Hangtag is returned with this form.
- Keys are returned with this form.
- The employee/tenant would not surrender the ID badge/keys/hangtag upon request or unable to contact employee/tenant. Airport Police Services must be notified immediately at 949-252-5000 to have the unrecovered ID badge deactivated. **A copy of the letter sent to the employee requesting return of ID/badge/keys/hangtag must be attached to this form.**

If the ID badge is not returned, the last known address and phone number of the employee/tenant is:

STREET: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____

AUTHORIZED REPRESENTATIVE: _____ **TITLE:** _____
(PRINT NAME)

SIGNATURE: _____ **DATE:** _____