



Presented to:

Authorized Signatories

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# AirBadge: Reporting & Requesting a Lost Badge Replacement

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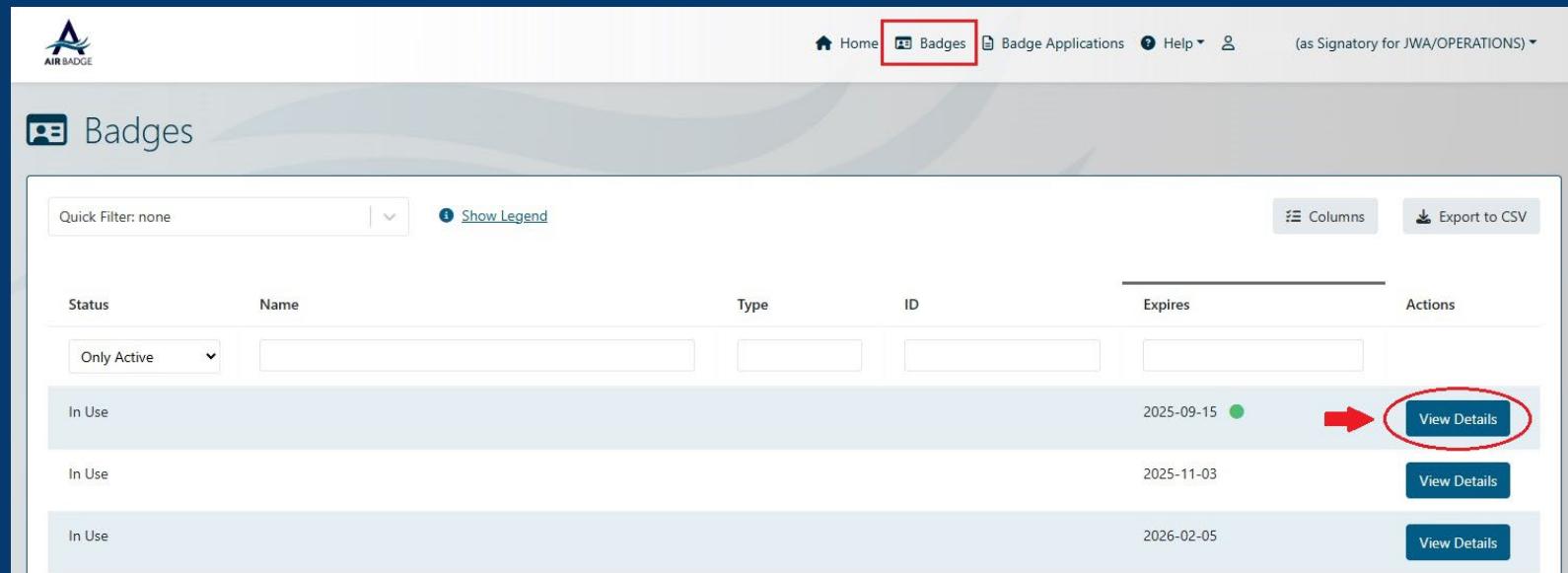
Presented by:

Badging Office

2025

JOHN WAYNE AIRPORT  
ORANGE COUNTY

# Lost Badge Request



The screenshot shows the AIR BADGE application interface. The top navigation bar includes links for Home, Badges (which is highlighted with a red box), Badge Applications, Help, and a user account. The main content area is titled "Badges" and displays a table of badge records. The table columns are: Status, Name, Type, ID, Expires, and Actions. A dropdown menu under "Status" is set to "Only Active". The table contains three rows, all of which are marked as "In Use". The first badge has an expiration date of 2025-09-15 and a "View Details" button. The second badge has an expiration date of 2025-11-03 and a "View Details" button. The third badge has an expiration date of 2026-02-05 and a "View Details" button. A red arrow points to the "View Details" button for the first badge, and it is also circled in red.

Status	Name	Type	ID	Expires	Actions
Only Active					
In Use				2025-09-15	<button>View Details</button>
In Use				2025-11-03	<button>View Details</button>
In Use				2026-02-05	<button>View Details</button>

1. Navigate to the **Badges** Screen
2. Locate the individual that will require the endorsement change request
3. Select **View Details**

# Lost Badge Request

4. Under “Actions” select **Lost Badge Form**

5. Fill out the request form and “Submit Request”

- Depending on the nature of the request, if approved, the badging office will send an appointment request to the individual that needs the lost badge replacement or reach out via email if other instructions are required
- At this time, AirBadge is unable to notify Signatories when requests are approved, please check with the badge holder if they received an appointment request

ENDORSEMENTS & PRIVILEGES

Driving	Escort
<b>Movement Area Driver</b>	<b>Yes</b>
Law Enforcement Officer (LEO)?	Is allowed ADA / access point timed override?
<b>No</b>	<b>No</b>

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ACTIONS

-  Start Renewal
-  Prevent Renewal
-  Deactivate Badge
-  Endorsement Change Request Form
-  **Lost Badge Form**

Close

Request\*  
Provide as much detail as possible

What change is being requested? What is the reason for the change?

Type your name\*

Sign your name\*

[reset signature](#)

Cancel Submit Request



For more information:

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