

Presented to:

**Authorized Signatories**

---

# **AirBadge: Reporting & Requesting a Lost Badge Replacement**

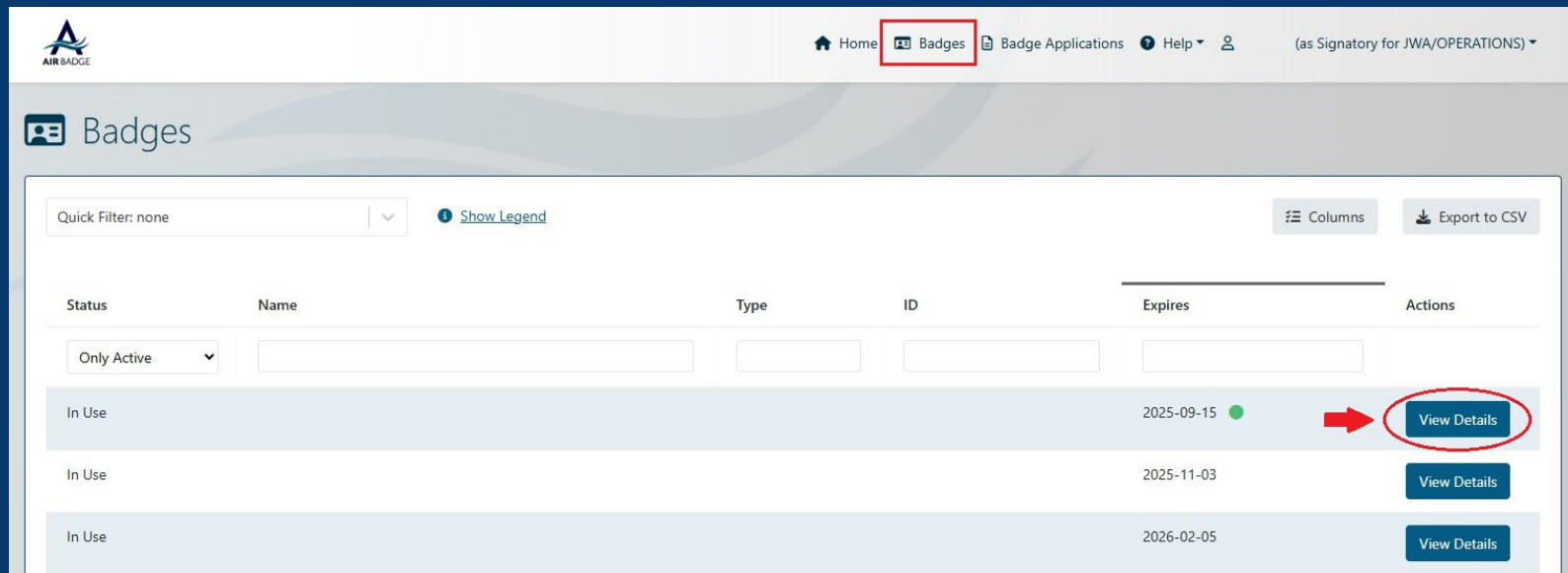
---

Presented by:

**Badging Office**

2025

# Lost Badge Request



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

The screenshot displays the AirBadge management interface. At the top, the 'ENDORSEMENTS & PRIVILEGES' section shows 'Driving Movement Area Driver' with 'Escort' set to 'Yes', and 'Law Enforcement Officer (LEO)?' set to 'No'. Below this, the 'ACTIONS' section contains four buttons: 'Start Renewal', 'Prevent Renewal', 'Deactivate Badge', and 'Lost Badge Form'. The 'Lost Badge Form' button is highlighted with a red border. A 'Close' button is located at the bottom right of the actions section.

Below the actions section, the 'Request\*' form is shown with the instruction 'Provide as much detail as possible'. The form contains a large text area for the request description. Below the text area, there are two input fields: 'Type your name\*' and 'Sign your name\*'. A 'reset signature' link is located below the signature field. At the bottom right, there are 'Cancel' and 'Submit Request' buttons.

For more information:

**OCAIR.COM**

 @johnwayneairport

 @johnwayneair

 @johnwayneair