

(Your company name) BADGE & KEY RECOVERY PLAN

Effective (add date)

I (name of staff member), agree to take full responsibility for any Airport ID Badge or security Key(s) provided to me by Access DFW. I understand that by signing this form, I accept that I have a personal financial liability for any lost or unreturned Airport ID Badge (s) that is issued to me.

If I lose my Airport ID Badge or security key or they are stolen, I agree to notify (name of Authorized Signatory in company) immediately, so that my badge can be deactivated. I will make all possible efforts to recover my lost or stolen badge or key.

I confirm that I will not leave my Airport ID Badge in my personal or company vehicle at any time.

I acknowledge that I am responsible for replacement badge fees (refer to the Airport Schedule of Charges for up-to-date fee amounts) if I lose my badge. I also understand that if I fail to return my badge after I finish my employment with (name of company) I might not be issued another Airport ID Badge by Access DFW (when working for a new company) until I have paid an unreturned badge fee.

---

Signature of Employee

Date

---

Printed Name

Badge ID # Issued