

**Access Control Office  
 Department of Public Safety  
 PO Box 610687  
 DFW Airport, Texas 75261-0687  
 Phone: 972 973 5100 Fax: 972 973 5113**

## Badge Deletion Request Form

**Must check one box:**

**BADGE SUSPENSION**

A “**suspended**” badge is defined as a DFW Airport identification badge issued to an employee who has since resigned, been terminated, or whose employment at DFW has otherwise ended. The suspension request may be initiated by Airport authority, the employer, or the sponsor of the employee’s badge application. All suspended badges must be returned to the DFW Access Control Office within ten (10) business days of the date the Access Control Office receives the Badge Deletion Request form.

**LOST or STOLEN BADGE**

A “**lost**” OR “**stolen**” badge is defined as a DFW Airport identification badge that has a current date on its face, but is no longer in possession of the employee to whom it was issued, and its location is unknown. Every effort must be made by the employee to locate a lost badge.

Failure to comply with these procedures for “**suspended**” and/or “**lost**” or “**stolen**” badges may result in suspension of sponsorship authority for badge applications. There are fees in the DFW Schedule of Charges for lost, stolen and suspended badges not returned to the Access Control Office.

**Hand Deliver or Fax to the Access Control Office**

Official Company Name	
Requestor’s Name & Title	Requestor’s Phone Number (XXX-XXX-XXXX)
Employee Name (as shown on badge)	Date of Birth (MM/DD/YYYY)
Badge Number	Badge Expiration Date (MM/DD/YY)

The employee named above is no longer authorized to carry an Airport Identification/Access Badge and should be suspended from the Automated Access Control System database.

Check One: Badge <input type="checkbox"/> has <input type="checkbox"/> has not been repossessed.
This request was made by: <input type="checkbox"/> Fax <input type="checkbox"/> Hand Delivered
Date Sent (MM/DD/YYYY):

**ACCESS CONTROL OFFICE USE ONLY**

Access Suspension or Loss Processed by:
Initials: _____ Date Received & Processed: _____
Date Badge Must be Returned by: _____ Date Badge Returned: _____
Date Billed for Non-Returned Badge: _____