



# Lost or Stolen Badge Form

Print Full Name: \_\_\_\_\_

Company/Hangar or Tie down #: \_\_\_\_\_ Badge Number: \_\_\_\_\_

### Lost/Stolen Badge Policy

Lost/stolen PAE Airport ID Badges must be immediately reported to the Operations Office at **425-388-5125**. Lost/stolen Airport ID Badges will not be reissued without a police report and written explanation of circumstances. For badges lost or stolen in Snohomish County, the easiest way to file a police report is through the following link: [www.mycrimereport.us](http://www.mycrimereport.us)

Describe the circumstances in which your badge was lost/stolen, including date and location. Write neatly or attach typed statement to this form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Fee Schedule

Lost and stolen badge fees are calculated over a 2-year time period, starting with the date of the first lost/stolen badge. Lost/Stolen badge fees will be refunded, minus a reprint fee, if the original badge is recovered within five days of badge reissuance.

### Lost/Stolen Badge Fees

1st Badge - \$100.00 | 2nd Badge - \$150.00 | 3rd Badge - \$200.00 | 4th Badge - Not Allowed (Privileges Revoked)

By signing below, I acknowledge that I have read the policies and fee schedule listed on this application. I agree to immediately return the lost/stolen badge if it is located.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### AUTHORIZED SIGNATORY

As the employee's Authorized Signatory, I have been notified that the above item has been lost or stolen. I have indicated by my signature below that I approve a replacement be issued.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*A POLICE REPORT IS REQUIRED TO REPLACE AIRPORT ID BADGE\*\*\***

**AUTHORIZED SIGNATORY SIGNATURE MUST BE ON FILE IN PAE CREDENTIALING OFFICE**

Return completed form to [SAR-Badging@snoco.org](mailto:SAR-Badging@snoco.org) or mail to:  
Paine Field Airport Attn: Airport Badging 3220 100th St SW, Suite A | Everett, WA 98204

### CREDENTIALING OFFICE USE ONLY

Trusted Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_