



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

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 during your badging appointment.

Paine Field Airport Badging Office Address: Airport Badging 9901 24th Place W, Suite A | Everett, WA 98204

CREDENTIALING OFFICE USE ONLY

Trusted Agent Signature: _____ Date: _____