
Authorized Signatory's Checklist / Lost or Stolen Badge Procedure

- 1. Authorized Signatories are required to notify the Airport Operations Center (AOC) within 15 minutes of notification of a lost or stolen badge.**
 - (408)277-5100.
 - Do not use email.
- 2. You may request a replacement badge after 24 hours of your notification to the AOC. There is no appointment necessary, and you must provide your employee with:**
 - A completed/signed badge application.
 - A request for a replacement badge on your company's letterhead.
- 3. Lost/stolen badge fees are as follows:**
 - \$25 Badge Replacement Fee.
 - \$125 Penalty Fee (refunded if badge is returned within 30 days).
- 4. Obtain new badge number for your badge records. Lost/Stolen badges that are *unexpired*, must continue to be recorded during an audit.**

Questions? Contact the Airport Badging Office at (408)392-1152 or email airportbadging@sjc.org.