

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.**
 - Call (408)277-5100
 - **Do not use email**
- 2. You may request a replacement badge 24 hours after notifying the AOC. There is no appointment necessary, and they must arrive with:**
 - A completed/signed badge application.
 - A request for a replacement badge on your company's letterhead.
 - At least one form of valid ID.
- 3. Lost/stolen badge fees are as follows:**
 - \$50 Badge Replacement Fee.
 - \$150 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.**

All badging and access related forms can be located on the Badging Webpage:
<https://www.flysanjose.com/business/sjc-badging-office>

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

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