

Security Access Office
Phone: (650) 821-5200
Fax: (650) 821-5259
Email: sfo.sao@flysfo.com



Badge Holder Termination Request

In accordance with the SFO Airport Security Program and AOB-2015-01, any employee that has a change in employment status (no longer employed) is required to immediately return their Airport issued I.D. badge and key(s) (if applicable) to his/her Authorized Signatory (AS). Any employer who fails to return Airport I.D. badges and/or key(s) will be assessed the applicable fee(s). If you are returning keys, please also complete the "Key Disposition Report".

Name of Badge Holder: _____ **UPID:** _____

Date of Separation: _____

Employer Name: _____

Authorized Signatory Name: _____

Contact Telephone Number: _____

For Security Access Office Use Only

Date Received:	Badge Returned: Y or N	Fee(s) Assessed: Y or N
Key(s) Issued: Y or N	Customs Advised: Y or N Customs Seal: Y or N	Multiple Employers: Y or N
Key(s) Returned: Y or N or N/A	Termed in QS: Y or N	SAO Rep: