

Security Access Office
Phone: (650) 821-5200
Fax: (650) 821-5259
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Badge Holder Termination Request

In accordance with the SFO Airport Security Program and Airport Rules and Regulations, 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: _____

If the SAO does not receive the termination form AND the employee's badge within 3 business days, a \$150 fee will be applied for each individual that was not terminated and/or any badges that were not returned within the allotted time. Employers that do not comply will also be subject to the fines outlined in Rule 7.2(A)(3) of the Airport Rules and Regulations. Keep in mind that these fines are for the Airport only and if applicable, the Customs and Border Protection office does assess separate fines.

For Security Access Office Use Only

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