

**SAMPLE EMPLOYER ACCESS TERMINATION SECURITY SEAL RETURN LETTER**

(Employers must present this letter to Customs, in person and in duplicate, so that the security seal(s) can be removed from the accompanying ID card(s).)

(LETTER MUST BE ON COMPANY LETTERHEAD)

Date: (This letter must be presented **within five (5) working days** of access termination for the below listed employee(s).

U.S. Customs and Border Protection  
Port Director  
c/o Airport Security Program  
San Francisco International Airport  
P.O. Box 280551  
San Francisco, CA 94128

RE: Return of "Permanent" Security Seals No Longer Required

Dear Inspector:

In compliance with Customs regulations as stated in 19CFR122.182(g), I am hereby notifying you of those individuals who have either (circle one) transferred, resigned, been reassigned, terminated, retired, who are on extended leave, or has committed a Seal – disqualifying offense and no longer require Customs Security Area access. Also as required by the above referenced regulations, I am returning the below listed security seal(s), which was/were previously issued to the following employee(s), so that you may remove it/them from the ID card(s).

<u>NAME</u>	<u>DOB</u>	<u>SSN</u>	<u>ZONE</u>	<u>ACCESS TERM. DATE</u>	<u>REASON</u>
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Please sign and return a copy of this letter acknowledging receipt of the above security seal(s).

Thank you for your cooperation and attention to this matter.

Sincerely,

\_\_\_\_\_  
(Original Signature)  
(Title and phone number)

I hereby receipt for the above seal(s):

\_\_\_\_\_  
(CBP Officer Signature)

\_\_\_\_\_  
(Date)