



# DETROIT METROPOLITAN WAYNE COUNTY AIRPORT SEPARATION FORM

AIRPORT SECURITY MUST BE NOTIFIED WITHIN 24 HOURS AFTER AN EMPLOYEE HAS BEEN SEPARATED FROM YOUR COMPANY AND IMMEDIATELY FOR EMPLOYEES TERMINATED FOR CAUSE.

COMPANY NAME: \_\_\_\_\_

The employee identified below is no longer working for our company at Detroit Metropolitan Wayne County Airport.

NAME: \_\_\_\_\_

LAST

FIRST

MIDDLE

BADGE NUMBER: \_\_\_\_\_ DATE OF SEPARATION/ STATUS CHANGE: \_\_\_\_\_

REASON: (check one)

- Resignation
- Termination for cause
- Transfer
- Change of Status
- Retirement
- Construction Completed
- Lay-Off
- Leave of Absence
- Medical Leave
- Separation for non-cause issue  
(Attendance, Failed Training, etc.)
- Other \_\_\_\_\_



RETRIEVAL OF ID BADGE: (check one)

- This individual's Airport Identification Badge is attached to this form, in accordance with Airport badging requirements and procedures.
- Upon separation, this individual did not turn in their Airport Identification Badge.
- Upon separation, this individual had not been issued an Airport Identification Badge.

*If the Badge is not being returned at this time, please document in the space below what efforts have been made on the part of your company to retrieve the Badge? (i.e.: Contacted by phone, sent a letter, etc.)*

\_\_\_\_\_

The Airport will attempt to retrieve the ID by sending a letter to the individual. Please provide last known address:

\_\_\_\_\_

Address

City

State

Zip Code

**ALL BADGES ISSUED TO YOUR EMPLOYEES MUST BE ACCOUNTED FOR. FAILURE TO NOTIFY THE AIRPORT ABOUT ANY ID BADGE THAT YOU CAN NO LONGER ACCOUNT FOR IS A VIOLATION OF THE AIRPORT SECURITY PLAN AND MAY RESULT IN ADMINISTRATIVE SANCTIONS AND/OR CIVIL PENALTIES. YOUR COMPANY MAY BE CHARGED A FEE IF THEY FAIL TO RETRIEVE AND RETURN THE ID BADGE TO SECURITY.**

Submitted By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

AIRPORT USE ONLY:			
Received By: _____	DATE ID RET'D _____		
PIN # _____	CARD # _____		
LETTER SENT: Y/N _____	DATE SENT _____	ENTERED BY: _____	SCANNED BY: _____