# WILLOW RUN AIRPORT - WCAA
# ID BADGE REPLACEMENT FORM

YIP

☐ Lost or ☐ Stolen

Company Name: _____

Full Name: _____ Date of Birth: _____
Last First Middle Month/Day/Year

Home Address: _____
Number Street City State Zip

Job Title: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____

**Employee Signature:** _____ **Date:** _____

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As the Authorized Signer, I confirm the individual above is an employee of our company and has reported to us that their Airport ID Badge has been lost or stolen. We request the employee's badge be replaced. It is understood that should the badge be recovered; it will be returned to the Airport Credentials Office.

The above information is correct and administrative records required for compliance inspection by the Airport Authority are maintained as a matter of record.

**Authorized Signer:** _____ _____
**Print Name** **Signature**

_____ _____
**YIP Badge #** **Date**

Replacement Badge Costs:

- 1st replacement $100 ($80 deposit, $20 processing fee)
- 2nd replacement $200 ($180 deposit, $20 processing fee)
- 3rd replacement issuance requires approval from Airport Security Management

**Returned checks are subject to an NSF fee: 1st=$25 & 2nd=$50.

**AIRPORT USE ONLY**

| | | |
|---|---|---|
| _____ Replacement | Appl. Date: _____ | Notes: _____ |
| Dep: $_____ Fee: $_____ | Color: (BLUE) (PURPLE) (GREEN) | _____ |
| Payment Type: _____ | Lost Badge #: _____ | _____ |
| Receipt #: _____ | PIN #: _____ | _____ |
| Today's Date: _____ | Card #: _____ | _____ |
| Initial: _____ Auth: _____ | CC: _____ Ramp ☐ | _____ |

Airport Security
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