



ERIE REGIONAL AIRPORT AUTHORITY

Phone: 814-397-9911

Fax: 814-836-5288

RETRIEVAL OF AIRPORT IDENTIFICATION

****AIRPORT IDs ARE THE PROPERTY OF THE AIRPORT. THREE ATTEMPTS MUST BE MADE TO RETRIEVE IDs OF THOSE EMPLOYEES WHO NO LONGER WORK AT THE AIRPORT AND HAVE NOT VOLUNTARILY RETURNED THEIR AIRPORT ID. THESE ATTEMPTS SHOULD BE MADE WITHIN 2 WEEKS OF SEPARATION. ****

Please print clearly

<u>COMPANY</u>	<u>EMPLOYEE'S NAME</u>
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APPLICANT'S CURRENT INFORMATION

<u>ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>
<u>TELEPHONE NUMBER</u>	<u>BADGE #</u>	<u>EXP. DATE</u>	
<u>EMAIL</u>			
<u>DATE OF RESIGNATION/TERMINATION</u>			
<u>ATTEMPT #1 (DATE AND METHOD)</u>			
<u>ATTEMPT #2 (DATE AND METHOD)</u>			
<u>ATTEMPT #3 (DATE AND METHOD)</u>			

NOTE: ATTEMPTS CAN BE MADE VIA TELEPHONE, TEXT, EMAIL, OR USPS (MAIL). PHYSICAL ATTEMPTS TO RETRIEVE IDs ARE NOT REQUIRED OR ENCOURAGED. FORMS MUST BE RETURNED TO THE ID OFFICE ONCE COMPLETED.

Security Liaison Printed Name

Security Liaison Signature