

ERIE  
INTERNATIONAL AIRPORT  
TOM RIDGE FIELD



**ERAA ACCESS MEDIUM UPDATE FORM**

**Badging Office Hours**

Monday 0900-1200

Wednesday 1300-1600

Friday 1100-1400

I, \_\_\_\_\_, by signature below acknowledge  
(*print name*)

that my airport issued access medium: **touch-key #**\_\_\_\_\_, **ID badge #** \_\_\_\_\_, **manual key #**\_\_\_\_\_, has become  
(*check one*) **UPDATE REQUIRED** \_\_\_ **LOST** \_\_\_ **EXPIRED** \_\_\_ **STOLEN** \_\_\_ **DAMAGED** \_\_\_

**TEMPORARY ACCESS MEDIUM REQUESTED (ID)\_\_\_\_\_ (TOUCH KEY)\_\_\_\_\_ - FEE OF \$10 REQUIRED**

I am requesting that a new/temporary form of access medium be issued for my use. I understand that there may be a fee for the replacement of the access medium and there is a \$10 service charge for the issuance of a temporary ID badge and that I may be subject to additional training prior to receiving my new access medium. I also understand that re-issuance of the access medium must be subject to verification by my employer and/or sponsor.

A current valid driver's license must be presented at the time of issue and upon each subsequent renewal. I understand that it is required that I maintain a valid driver's license in order to maintain airfield-driving privileges and I am required to immediately report any change in my driver's license status to the Erie Airport Police. Failure to maintain a valid driver's license will result in immediate revocation of my airfield-driving privileges.

Additionally, If I find my access medium that has been reported lost or stolen, I must return it to the Airport Badging office, as it is considered invalid.

\_\_\_\_\_  
(*Individuals signature*)

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

\_\_\_\_\_ In accordance with Federal Regulation, the above named individual has reported to me that his/her access medium (ID badge, touch-key, key, vehicle validation sticker) has been lost/stolen/forgotten/damaged. Please accept this form as my acknowledgement of this lost form of access medium and issue this person a new form of access medium.

\_\_\_\_\_ As Designated Security Liaison, I am requesting that you update the access medium of the above named individual.

Company Name \_\_\_\_\_ Access medium to expire on \_\_\_\_\_

Security Liaison Signature \_\_\_\_\_ Date \_\_\_\_\_

Security Liaison Printed Name \_\_\_\_\_