

RETRIEVED BADGES MUST BE RETURNED TO THE FNT BADGING OFFICE WITHIN 2 DAYS (48 HOURS) FROM BADGE HOLDER'S SEPARATION.

BADGES NOT RETRIEVED FROM THE INDIVIDUAL AT TIME OF SEPARATION MUST BE REPORTED TO THE BADGING OFFICE IMMEDIATELY.

SECTION I ~ Employee Separation Information (PRINT LEGIBLY / USE BLACK OR BLUE INK / ORIGINALS ONLY)

As of **Separation Date** _____ **Company/Organization Name** _____ requests
 the FNT access be revoked for **Badge #** _____ for **FNT ID Card Holder** _____

Reason: (check one)

- | | |
|---|---|
| <input type="checkbox"/> Resignation | <input type="checkbox"/> Termination of Rental Agreement ~ Location _____ |
| <input type="checkbox"/> Contract Completed | <input type="checkbox"/> Leave of Absence ~ Expected date of return _____ |
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Medical Leave ~ Expected date of return _____ |
| <input type="checkbox"/> Lay-Off | <input type="checkbox"/> Termination for cause ~ Reason _____ |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Other _____ |

SECTION II ~ Retrieval of ID Badge

- FNT ID is attached to this form.
 - Upon separation, this individual did not turn in their FNT ID.
- If FNT ID is not attached to this form, please document any retrieval attempts.

Submitted by _____ Title _____
PLEASE PRINT NAME

Signature _____ Date _____

ATTACH BADGE HERE

TAPE AT TOP AND

BOTTOM

DO NOT STAPLE

SECTION III – AIRPORT USE ONLY Date ID Received: _____

Received by _____ Comments _____

Removed from STA Diamond CHRC