

Responsibilities

EMPLOYER/FBO

- Have a current Authorized Signer on file with the ID Badging Office
- Notify the ID Badge Office or Operations after hours of ID badge cancellations
- Collect former employees ID badges and return to ID Badging Office to avoid fees
- Inform employees of renewals when notified by the ID Badging Office
- Request Customs Clearance forms from employer if required

EMPLOYEE

- Notify the ID Badge Office or Operations after hours of lost or stolen ID badge
- Respect the rules of use and care of your ID badge