
Authorized Signatory's Checklist / Deactivating a Badge

- 1. Authorized Signatories are required to notify the Airport Operations Center (AOC) within 15 minutes of notification of the termination or resignation of a badge holder.**
 - (408)277-5100.
 - **Do not use email.**
- 2. Return deactivated badges to the Airport Badging Office as soon as possible.**
 - Preferably, return to the Airport Badging Office and receive a return receipt.
 - Return to the Airport MOD outside of regular Badging Office hours or mail to the address located on the back of the badge.
- 3. Unreturned badges are subject to a 'Lost Badge' fee of \$125.**
- 4. Deactivated badges that are unreturned and unexpired, must be recorded in an audit.**

Questions? Contact the Airport Badging Office at (408)392-1152 or email airportbadging@sjc.org.