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## **Authorized Signatory's Checklist / Lost or Stolen Badge Procedure**

- 1. Authorized Signatories are required to notify the Airport Operations Center (AOC) within 15 minutes of notification of a lost or stolen badge.**
  - (408)277-5100.
  - Do not use email.
  
- 2. You may request a replacement badge after notifying the AOC. There is no appointment necessary, and you must provide your employee with:**
  - A completed/signed badge application.
  - A request for a replacement badge on your company's letterhead.
  
- 3. Lost/stolen badge fees are as follows:**
  - \$40 Badge Replacement Fee.
  - \$125 Penalty Fee (refunded if badge is returned within 30 days).
  
- 4. Obtain new badge number for your badge records. Lost/Stolen badges that are *unexpired*, must continue to be recorded during an audit.**

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