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## CYBERKEY RULES AND REGULATIONS

**NAME:** \_\_\_\_\_

**BADGE NUMBER:** \_\_\_\_\_

**KEY NUMBER:** \_\_\_\_\_

**PIN NUMBER:** \_\_\_\_\_

- This key is an extension of the key holder's Airport access badge. Any event that requires the disabling of the key holder's access badge will also result in his/her access right removed from this key. Upon disabling of the badge/key, this Cyberkey must be returned to the Badging Office immediately. Failure to do so will result in the key being deemed lost, and a non-refundable lost key penalty fee will apply.
- The undersigned key holder shall be responsible for ensuring that all restricted areas being accessed remain secure.
- This key is property of the San Jose Mineta International Airport and must be returned immediately upon demand of SJPD-AD or Airport Operations.
- In the event this key is lost or stolen the key holder must immediately notify Airport Communications at (408) 277-5100. A lost or stolen Cyberkey may result in penalty fees (\$250).
- The loss of this key could jeopardize airport security and may be reported to the TSA and the airport security coordinator.
- This key is to be used for official purposes only.
- This key must remain in the undersigned key holder's control, and may not be loaned out.
- It is the responsibility of the key holder to keep the PIN number assigned to this key confidential.
- This key will be audited annually by Airport Operations. Failure to provide this key during the audit period will result in deactivation and a possible lost key fee.
- Misuse, theft, or loss may result in civil penalties and/or criminal prosecution.

I acknowledge that I have received instructions for the use of the Cyberkey and that it is my responsibility to notify the airport immediately if the key is lost, stolen or destroyed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date