

Authorized Signatory's Checklist / Deactivating a Badge

1. **Notify the Airport Operations Center (AOC) at 408-277-5100 within 15 minutes of learning that a badge holder has resigned or been terminated. This call can be made by anyone—it does not need to be the Authorized Signatory.**
 - (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' penalty of \$150.**
4. **Deactivated badges that are unreturned and unexpired, must continue to be recorded on a badge audit.**

All badging and access related forms can be located on the Badging Webpage:
<https://www.flysanjose.com/business/sjc-badging-office>

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

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