

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

- 1. Notify the Airport Operations Center (AOC) at 408-277-5100 within 15 minutes of learning that a badge has been lost or stolen. This call can be made by anyone—it does not need to be the Authorized Signatory.**
  - Call (408)277-5100
  - **Do not use email**
- 2. You may request a replacement badge 24 hours after notifying the AOC. There is no appointment necessary, and they must arrive with:**
  - A completed/signed badge application.
  - A request for a replacement badge on your company's letterhead.
  - At least one form of valid ID.
- 3. Lost/stolen badge fees are as follows:**
  - \$50 Badge Replacement Fee.
  - \$150 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.**

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](mailto:airportbadging@sjc.org).

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