COLUMBUS REGIONAL AIRPORT AUTHORITY

Rickenbacker International Airport

EMPLOYEE TERMINATION NOTICE

**DATE:**

**FROM: COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

TO: RICKENBACKER INTERNATIONAL AIRPORT IDENTIFICATION OFFICE (AIO)

THE FOLLOWING INDIVIDUAL’S EMPLOYMENT OR NEED FOR AN AIRPORT ISSUED ID BADGE WITH OUR COMPANY WAS TERMINATED ON

#  DATE

**NAME: I.D. BADGE # \_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Full name as listed on ID badge)**

**STATUS OF ID BADGE: \_\_\_\_ RECOVERED \_\_\_\_ NOT RECOVERED**

**(Please check one)**

**HAVE ALL COMPANY ACCESS DEVICES THAT GRANT ACCESS TO A YES NO N/A**

**RESTRICTED AREA OF THE AIRPORT BEEN RECOVERED? (Please circle one)**

**NOTICE: THE AIRPORT IDENTIFICATION OFFICE MUST BE IMMEDIATELY NOTIFIED OF AN EMPLOYEE’S SEPARATION OF EMPLOYMENT OR WHEN THE NEED FOR AN AIRPORT ISSUED ID BADGE IS NO LONGER NECESSARY. THE EMPLOYEE’S CRAA AIRPORT ISSUED IDENTIFICATION BADGE MUST BE RETURNED TO THE AIO NO LATER THAN THE NEXT BUSINESS DAY FOLLOWING SUBMISSION OF THIS NOTICE. PENALTIES AND OR FINES ENFORCED BY CRAA AND OR THE TRANSPORTATION SECURITY ADMINISTRATION MAY BE APPLIED FOR FAILURE TO COLLECT AND RETURN BADGES.**

 TSA penalties up to $10,000 [Title 49 United States Code 46301 a. (6)]

**a.** **(6) Failure to collect airport security badges.**--Notwithstanding paragraph (1), any employer (other than a governmental entity or airport operator) who employs an employee to whom an airport security badge or other identifier used to obtain access to a secure area of an airport is issued before, on, or after the date of enactment of this paragraph and who does not collect or make reasonable efforts to collect such badge from the employee on the date that the employment of the **employee is terminated** and does not notify the operator of the airport of such termination within 24 hours of the date of such termination shall be liable to the Government for a civil penalty not to exceed $10,000.

### FAX NOTICE TO 614-409-3611

**AIRPORT IDENTIFICATION OFFICE USE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date ID Badge Deactivated: |  |  | Date ID Badge Returned: |  |
| Deactivated By: |  |  | Received By: |  |
| Receipt: |  |  | Company list updated: |  |
| Company list updated |  |  | Lost Badge list updated: |  |
| Lost Badge List updated |  |  | Badge deleted from system: |  |
| KeyPro updated |  |  | IET record purged: |  |