



MELBOURNE ORLANDO INTERNATIONAL AIRPORT • MLB

MLB Badge Office: 321-409-2192

badging@mlbair.com

mlbair.com/badging

MLB LOST/STOLEN BADGE AND KEY REPORT FORM

Lost or stolen badges and/or keys must be immediately reported to the MLB Badge Office for deactivation to prevent unauthorized entry. Complete the form and return it to the MLB Badge Office at 1 Air Terminal Parkway, Melbourne, FL 32901 or email it to badging@mlbair.com, no later than the next business day.

THIS FORM MUST BE TYPED

EMPLOYEE NAME:		DOB:	
MAILING ADDRESS:			
CELL PHONE #:		WORK PHONE #:	
AIRPORT EMPLOYER/ TENANT NAME:			
BADGE # OR KEY #:			

In the narrative below, indicate the last time you saw your badge and/or key(s), when you noticed them missing, (detailed descriptions including dates) and the efforts you have gone through to find them. After you have completed the narrative and signed below, please bring it to your badge sponsor for approval and signature prior to returning to the Badge Office. (Use additional pages if needed)

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I hereby certify the above statements are true to the best of my knowledge. If I recover the lost/stolen badge and/or key, I will immediately return them to the MLB badge office. This form must be received no later than the next business day or a security violation will be issued.

Employee Signature:		Date:	
Authorized Signatory Signature:		Date:	
Authorized Signatory Printed Name:		Approve Reissue (check YES or NO) YES <input type="checkbox"/> NO <input type="checkbox"/>	
Airport Security Coordinator Signature:		Date:	Approve Reissue (check YES or NO) YES <input type="checkbox"/> NO <input type="checkbox"/>