



MLB KEY REQUEST FORM

Complete the form and return it to the MLB Badge Office at 1 Air Terminal parkway, Melbourne, FL 32901.

EMPLOYEE NAME: _____ **E-MAIL:** _____

BADGE #: _____

MAILING ADDRESS: _____

WORK PHONE: _____ **CELL PHONE:** _____

**AIRPORT EMPLOYER/
TENANT NAME:** _____

I _____ acknowledge that the airport key that has been issued to me is the property of the Orlando Melbourne International Airport (MLB). I personally will immediately return it to the MLB Badge Office when my employment or job assignment at MLB has been terminated or I no longer need the airport key. I will not under any circumstances loan my airport key to another individual and I understand my airport key is not transferable to another individual. I understand that I am also required to immediately report to my supervisor and the MLB Badge Office if the airport key is lost, misplaced or stolen. If my airport key is lost, misplaced or stolen, I understand that I am financially responsible for the fine (\$100.00) incurred for the loss, and additionally am responsible for the cost incurred to re-core the lock and have new keys made.

EMPLOYEE SIGNATURE **DATE**



AUTHORIZED SIGNATORY SECTION

I _____ as the Authorized Signatory, request that the above-named employee
PRINT NAME
be issued the following Orlando Melbourne International airport key(s).

<u>Key #</u>	<u>Description/Location</u>

The employee, tenant, or contractor is aware of the \$100 fine per key, plus the additional cost incurred to re-core the lock and have new keys made. These fees will be levied for lost or stolen keys and must be paid before replacement of the core or key(s). Upon the employee's termination of employment, completion of the airport project, or no further need for a key, I will direct the employee, tenant, or contractor to immediately return the key(s) to the MLB Badge Office.

AUTHORIZED SIGNATORY SIGNATURE OR DESIGNEE **AIRPORT SECURITY COORDINATOR OR DESIGNEE**

DATE **DATE**