MLB Badge Office: 321-409-2192
badging@mlbair.com
mlbairportbadging.com

MELBOURNE ORLANDO INTERNATIONAL AIRPORT • MLB

MLB LOST/STOLEN BADGE AND KEY REPORT FORM

Lost or stolen badges and/or key(s) 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 e-mail it to RPurden@melbourneairportpd.org, no later than the next business day.

EMPLOYEE NAME: _____ **DOB:** _____

MAILING ADDRESS: _____

HOME PHONE #: _____ **CELL 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 that 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 it to the MLB Badge Office.

NARRATIVE: ***(Use additional pages if needed)***

I HEREBY CERTIFY THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE. IF THE LOST/STOLEN BADGE AND/OR KEY IS RECOVERED BY ME, I WILL IMMEDIATELY RETURN THEM TO THE MLB BADGE OFFICE. FORM MUST BE RECEIVED NO LATER THAN THE NEXT BUSINESS DAY OR A SECURITY VIOLATION WILL BE ISSUED.

EMPLOYEE SIGNATURE _____ **DATE** _____

		APPROVE REISSUE ***(CIRCLE ONE)***
AUTHORIZED SIGNATORY SIGNATURE	**DATE**	**YES OR NO**
AUTHORIZED SIGNATORY PRINTED NAME		
		APPROVE REISSUE ***(CIRCLE ONE)***
AIRPORT SECURITY COORDINATOR OR DESIGNEE	**DATE**	**YES OR NO**