Airport Inspection Security

 CONFIDENTIAL Building 56 – Badges Office

 Tel: 02/753.70.29

**APPLICATION AIRPORT ID BADGE CHANGES** Mail: badge@brusselsairport.be **in case of: lost, theft, change function, reactivation**

|  |  |
| --- | --- |
| Contractor: |  |
| Subcontractor: |  |

 ***Please complete the form in CAPITAL letters.***

**Personal data badge user:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | First name: |  |
| Date of birth: |  | National number |  |
| Badge number: |  |  |  |

# Lost badge

|  |  |
| --- | --- |
| Date loss of badge: |  |

**Loss must be immediately reported to the badge office of Brussels Airport. A temporary badge will be delivered for a period of 1-5 days. This document must be completed and signed by one of the responsibles and returned to the badges office. The cost will be charged and a new deposit will be requested.**

# Theft badge

|  |  |
| --- | --- |
| Date theft of badge: |  |

**Theft must be immediately reported to the badge office of Brussels Airport. A temporary badge will be delivered for a period of 1-5 days. This document must be completed and signed by one of the authorized persons and returned to the badges office with a copy of the declaration of theft done by the police services. No cost will be charged.**

# Reactivation airport ID badge

|  |  |  |  |
| --- | --- | --- | --- |
| Badge number: |  | Reactivation date: |  |
| **Change of job** |  |  |  |
| Previous **job**: |  |  |  |
| New **job**: |  |  |  |

**Other accesses may require a new badge (visual part may change).**

**Necessary access / extra information:**  (similar profile: colleague with the same function):

|  |  |
| --- | --- |
| Done in:  | on: |
| Name & Signature badge user, | Name & signature | Name and signature |
|  | authorized person subcontractor, | authorized person contractor, |

**Incomplete or illegible applications will not be treated by the Badges Office.**