

TO: **HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT
DEPT. OF AVIATION, SECURITY DIVISION**

FROM: _____ DATE: _____

COMPANY NAME: _____ PAGE _____ OF _____

THE ENCLOSED SECURITY BADGE (S) IS BEING RETURNED:

BADGE NUMBER

EMPLOYEES NAME

THE FOLLOWING SECURITY BADGES SHALL BE CANCELLED. THE EMPLOYEE HAS NOT RETURNED THE BADGE. EVERY EFFORT WILL BE MADE TO SECURE THE BADGE AND RETURN TO AIRPORT SECURITY. THE COMPANY **WILL RECEIVE AN INVOICE** FOR EVERY BADGE THAT IS NOT RETURNED.

PLEASE DO NOT WRITE BELOW THIS LINE

FOR AIRPORT SECURITY USE ONLY

Badges Received by: _____

Badges Returned by: _____