



# BADGE STATUS CHANGE REPORT FORM

## CERTIFYING OFFICIAL INSTRUCTIONS

AS A CERTIFYING OFFICIAL YOU WILL IMMEDIATELY REPORT IN PERSON OR VIA TELEPHONE TO THE MSCAA ID OFFICE (901-922-**8005**) OR IF AFTER HOURS THE M.S.C.A.A. COMMUNICATIONS CENTER (901-922-**8298**), ALL EMPLOYEES'/VENDORS'/CONTRACTORS' M.S.C.A.A. ISSUED BADGE STATUS CHANGES, WHERE THE BADGE WAS LOST, TERMINATED, STOLEN, OR SUSPENDED.

AS A CERTIFYING OFFICIAL YOU WILL, WITHIN 24 HOURS REPORT TO THE MSCAA ID OFFICE, IN WRITING, VIA THE M.S.C.A.A. BADGE STATUS CHANGE REPORT FORM (ACC FM 05b), ALL EMPLOYEES'/VENDORS'/CONTRACTORS' M.S.C.A.A. ISSUED BADGE STATUS CHANGES (I.E. LOST, TERMINATED, STOLEN, SUSPENDED, EXPIRED ETC.).

**IMPORANT NOTICE:** FAILURE TO NOTIFY THE ID OFFICE IN WRITING WITHIN **24 HOURS** WILL SUBJECT THE CERTIFYING OFFICIAL TO A TSA FINE OF \$10,000.00 (49 USC 46301(A) (6)) & PERMANENT REVOICATION OF CO STATUS.

NAME LAST, FIRST (MI)	BADGE #	BADGE TYPE (√ ONE)	BADGE STATUS (√ ONE)	COMMENTS	BADGE RETURNED	STATUS DATE
		<input type="checkbox"/> SIDA <input type="checkbox"/> STERILE <input type="checkbox"/> AOA <input type="checkbox"/> PARKING	<input type="checkbox"/> TERMINATED <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> SUSPENDED <input type="checkbox"/> NOT ISSUED	<input type="checkbox"/> CERTIFYING OFFICIAL	<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> SIDA <input type="checkbox"/> STERILE <input type="checkbox"/> AOA <input type="checkbox"/> PARKING	<input type="checkbox"/> TERMINATED <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> SUSPENDED <input type="checkbox"/> NOT ISSUED	<input type="checkbox"/> CERTIFYING OFFICIAL	<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> SIDA <input type="checkbox"/> STERILE <input type="checkbox"/> AOA <input type="checkbox"/> PARKING	<input type="checkbox"/> TERMINATED <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> SUSPENDED <input type="checkbox"/> NOT ISSUED	<input type="checkbox"/> CERTIFYING OFFICIAL	<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> SIDA <input type="checkbox"/> STERILE <input type="checkbox"/> AOA <input type="checkbox"/> PARKING	<input type="checkbox"/> TERMINATED <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> SUSPENDED <input type="checkbox"/> NOT ISSUED	<input type="checkbox"/> CERTIFYING OFFICIAL	<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> SIDA <input type="checkbox"/> STERILE <input type="checkbox"/> AOA <input type="checkbox"/> PARKING	<input type="checkbox"/> TERMINATED <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> SUSPENDED <input type="checkbox"/> NOT ISSUED	<input type="checkbox"/> CERTIFYING OFFICIAL	<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> SIDA <input type="checkbox"/> STERILE <input type="checkbox"/> AOA <input type="checkbox"/> PARKING	<input type="checkbox"/> TERMINATED <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> SUSPENDED <input type="checkbox"/> NOT ISSUED	<input type="checkbox"/> CERTIFYING OFFICIAL	<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> SIDA <input type="checkbox"/> STERILE <input type="checkbox"/> AOA <input type="checkbox"/> PARKING	<input type="checkbox"/> TERMINATED <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> SUSPENDED <input type="checkbox"/> NOT ISSUED	<input type="checkbox"/> CERTIFYING OFFICIAL	<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> SIDA <input type="checkbox"/> STERILE <input type="checkbox"/> AOA <input type="checkbox"/> PARKING	<input type="checkbox"/> TERMINATED <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> SUSPENDED <input type="checkbox"/> NOT ISSUED	<input type="checkbox"/> CERTIFYING OFFICIAL	<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> SIDA <input type="checkbox"/> STERILE <input type="checkbox"/> AOA <input type="checkbox"/> PARKING	<input type="checkbox"/> TERMINATED <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> SUSPENDED <input type="checkbox"/> NOT ISSUED	<input type="checkbox"/> CERTIFYING OFFICIAL	<input type="checkbox"/> YES <input type="checkbox"/> NO	

## COMPANY CERTIFYING OFFICIAL AUTHORIZATION/VERIFICATION

THIS FORM MUST BE FILLED OUT COMPLETELY & SIGNED BY THE COMPANY'S CERTIFYING OFFICIAL PRIOR TO SUBMITTAL TO THE ID OFFICE. THE ID OFFICE WILL PROVIDE THE CERTIFYING OFFICIAL WITH A RECEIPT COPY FOR THEIR AUDIT RECORDS.

\_\_\_\_\_  
 (LAST NAME)                      (FIRST)                      (MI)                      (SIGNATURE)                      (COMPANY)                      (DATE)                      (CONTACT TEL. #)

### ID OFFICE USE ONLY!

\_\_\_\_\_  
 (DATE TURNED IN)                      (TURNED IN BY)                      (DATE RECEIVED)                      (RECEIVED BY)                      (DATE COMPLETED)                      (COMPLETED BY)                       YES  NO                      (COMPANY NOTIFIED)                      (NOTIFIED BY)