

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.).

IMPORTANT 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 REVOCAION OF CO STATUS.

NAME LAST, FIRST (MI)	BADGE #	BADGE TYPE (✓ ONE)	BADGE STATUS (✓ ONE)	COMMENTS	BADGE RETURNED	STATUS DATE
		☐ SIDA ☐ STERILE ☐ AOA ☐ PARKING	☐ TERMINATED ☐ LOST ☐ STOLEN ☐ SUSPENDED ☐ NOT ISSUED	☐ CERTIFYING OFFICIAL	☐ YES ☐ NO	
		☐ SIDA ☐ STERILE ☐ AOA ☐ PARKING	☐ TERMINATED ☐ LOST ☐ STOLEN ☐ SUSPENDED ☐ NOT ISSUED	☐ CERTIFYING OFFICIAL	☐ YES ☐ NO	
		☐ SIDA ☐ STERILE ☐ AOA ☐ PARKING	☐ TERMINATED ☐ LOST ☐ STOLEN ☐ SUSPENDED ☐ NOT ISSUED	☐ CERTIFYING OFFICIAL	☐ YES ☐ NO	
		☐ SIDA ☐ STERILE ☐ AOA ☐ PARKING	☐ TERMINATED ☐ LOST ☐ STOLEN ☐ SUSPENDED ☐ NOT ISSUED	☐ CERTIFYING OFFICIAL	☐ YES ☐ NO	
		☐ SIDA ☐ STERILE ☐ AOA ☐ PARKING	☐ TERMINATED ☐ LOST ☐ STOLEN ☐ SUSPENDED ☐ NOT ISSUED	☐ CERTIFYING OFFICIAL	☐ YES ☐ NO	
		☐ SIDA ☐ STERILE ☐ AOA ☐ PARKING	☐ TERMINATED ☐ LOST ☐ STOLEN ☐ SUSPENDED ☐ NOT ISSUED	☐ CERTIFYING OFFICIAL	☐ YES ☐ NO	
		☐ SIDA ☐ STERILE ☐ AOA ☐ PARKING	☐ TERMINATED ☐ LOST ☐ STOLEN ☐ SUSPENDED ☐ NOT ISSUED	☐ CERTIFYING OFFICIAL	☐ YES ☐ NO	
		☐ SIDA ☐ STERILE ☐ AOA ☐ PARKING	☐ TERMINATED ☐ LOST ☐ STOLEN ☐ SUSPENDED ☐ NOT ISSUED	☐ CERTIFYING OFFICIAL	☐ YES ☐ NO	
		☐ SIDA ☐ STERILE ☐ AOA ☐ PARKING	☐ TERMINATED ☐ LOST ☐ STOLEN ☐ SUSPENDED ☐ NOT ISSUED	☐ CERTIFYING OFFICIAL	☐ YES ☐ 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)