

LOST OR STOLEN PASSES OR KEYS REPORT

Any person who has lost or had any of the following items stolen is required to fill out this report and submit it to the Pass Office. The items include: RAIC, Temp Badge, ID Badge or keys. **ALL INFORMATION MUST BE TYPED.**

APPLICANT INFORMATION				
SURNAME	GIVEN NAME(S)	WORK PHONE	EMPLOYER	
OCCUPATION	SIGNING AUTHORITY (Name)	SIGNING AUTHORITY SIGNATURE		
CURRENT RAIC OR TEMP NO. YYC	PASS/BADGE TYPE (If applicable) <div style="display: flex; justify-content: space-around; font-size: small;"> Search Escort RAIC Canada Pass Air Crew </div>			

LOST OR STOLEN ITEM INFORMATION			
LOST	STOLEN	LAW ENFORCEMENT FILE NO.	POLICE DEPT.
KEY (Provide key details e.g. SS-1234)		PASS (Provide pass details e.g. RAIC, Temp Badge or ID Badge)	
<p>Please provide the following details of the loss or theft in the area provided below:</p> <ul style="list-style-type: none"> <li style="width: 50%;">When, where and how the loss occurred <li style="width: 50%;">When, where and how the item disappeared <li style="width: 50%;">When and where the item(s) was last in your possession <li style="width: 50%;">The efforts taken to recover the item(s) 			
Applicant Signature:			Date

FOR PASS CONTROL USE			
Review by the Calgary Airport Authority Security Department is required:		YES	NO
Security Department Signature:		Date	
1 st LOSS	2 nd LOSS	3 rd LOSS	\$ _____ FOR RAIC/BADGE
TOTAL AMOUNT DUE \$ _____		TOTAL AMOUNT RECEIVED \$ _____	RECEIPT NO.
Accounts Receivable Clerk:		Signature	
Pass Control Officer Signature:			Date