

Responsibilities

- **EMPLOYER/FBO**
 - Have a current Authorized Signer on file with the ID Badging Office
 - Notify the ID Badge Office or Operations after hours of ID badge cancellations
 - Collect former employees ID badges and return to ID Badging Office to avoid fees
 - Inform employees of renewals when notified by the ID Badging Office
 - Request Customs Clearance forms from employer if required

- **EMPLOYEE**
 - Notify the ID Badge Office or Operations after hours of lost or stolen ID badge
 - Respect the rules of use and care of your ID badge