

SALT LAKE CITY DEPARTMENT OF AIRPORTS

REQUEST FOR BADGE REACTIVATION



Badge #

Person ID #

OVERVIEW

To reactivate a badge which has been disabled, or suspended, please complete the form in its entirety and either fax to (801)575-2377 or scan and email directly to the badging office with supporting documents (**see Section 3**).

**SECTION 1
BADGE TO BE REACTIVATED**

Last Name	First Name
Badge Number	Company Name

**SECTION 2
INDIVIDUAL REQUESTING REACTIVATION**
Individual must be an authorized signer.

Last Name	First Name
Phone Number	Company Name
Email Address	

**SECTION 3
REASON FOR REACTIVATION**

Please select the box below which indicates why the employee was initially deactivated. Supporting documentation must be attached with the reactivation request.

- Suspension (**Only within 30 days of deactivation**)
 Medical (**Required: Copy of Doctor's release note**)
 Furlough (**Required: Updated fingerprint letter with original signature on company letterhead**)
 Military (**Required: Copy of Official orders, or DD214**)
 Other _____

**SECTION 4
ACCESS CONTROL USE ONLY**

Reactivated By/Date	Comments
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