DETROIT METROPOLITAN WAYNE COUNTY AIRPORT
SEPARATION FORM

COMPANY NAME: _____

The employee identified below no longer works or no longer requires reoccurring access for our company at Detroit Metropolitan Wayne County Airport.

NAME: _____
LAST FIRST MIDDLE

BADGE NUMBER: _____ **DATE OF SEPARATION OR STATUS CHANGE:** _____

REASON: (check one)

- ☐ Resignation
- ☐ Transfer
- ☐ Retirement
- ☐ Lay-off
- ☐ Termination for Cause (Security/Safety Issue)
- ☐ Change of status
- ☐ Construction completed
- ☐ Separation for non-cause issue (Attendance, failed training, NCNS, etc.)
- ☐ Medical or leave of absence (Anticipated return date): _____
- ☐ Other _____

RETRIEVAL OF ID BADGE: (check one)

- ☐ This individual's Airport Identification Badge is attached to this form, in accordance with Airport Security requirements and procedures.
- ☐ Upon separation, the individual did not turn in their Airport Identification Badge and immediate notification to Security was made.
- ☐ Upon separation, this individual had not been issued an Airport Identification Badge and immediate notification to Security was made to prevent issuance.

ATTACH BADGE HERE

TAPE AT TOP AND BOTTOM

(DO NOT STAPLE)

I understand that all badges issued to employees of my company must be accounted for. Failure to notify the Airport about any Airport ID Badge that can no longer be accounted for is a violation of the Airport Security Program and may result in administrative sanctions and/or civil penalties. I understand that my company will receive an invoice for every badge that has not been returned or was not deactivated in accordance to the security requirements.

Submitted By: _____ Title: _____ Date: _____

AIRPORT USE ONLY

Received by: _____ Entered by: _____ Date ID returned: _____

Dual: Y / N Intellikey: Y / N Contingency: Y / N Authorized Signer: Y / N Scanned by: _____

Airport Security
Detroit Metropolitan Wayne County Airport – Building 610 – 31399 East Service Drive – Detroit, MI 48242
Phone: (734) 942-3606 Fax: (734) 942-3814 Email: Security@wcaa.us