



## HPN Lost, Stolen, or Destroyed Key Replacement Application

### To Be Completed By Applicant:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Employer: \_\_\_\_\_

Key Master Category (check all that apply):  AOA  Terminal  GHI  Maintenance  High Voltage

Key Number(s): \_\_\_\_\_

Requesting Badge Replacement Due To:  Lost  Stolen  Destroyed  Other

Explain when you last had possession of the key(s) and what happened: \_\_\_\_\_

**\*In the event that my key(s) is/are located, I will notify Airport Security and return it/them immediately\***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### To Be Signed By Authorized Representative on File with Airport

Application Date \_\_\_\_\_ Company Requesting Replacement Key: \_\_\_\_\_ Authorized Signer UPID #: \_\_\_\_\_

**Authorized Signer** ➡ Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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### To Be Completed By Airport Security

Lost Key #(s): \_\_\_\_\_ Replacement Key #(s): \_\_\_\_\_

● Key Fee Paid:

- \$100 (First)
- \$150 & See ASC or Security Manager (Second)
- No Third Issuance
- Security System Updated

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Approved and Reissued By: \_\_\_\_\_ (Print and Sign) \_\_\_\_\_ Date: \_\_\_\_\_