

Form Ref: IDU6/2018

ID No. _____

Lost or Stolen Pass Report

Section 1: Applicant's Personal Details

Surname:	Forename:
Previous surname (if applicable):	Middle name(s):
Title: Mr / Mrs / Miss / Ms / other:	Company Name
Place of Birth:	Date of Birth:
National Insurance No.:	
Address:	Job Title:

Details of Circumstances

When was the loss reported to the following:	Your manager:
	Airport ID Unit:
	Airport Security:
	Airport Police:
Do you wish for a new security pass to be issued?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 2: Authorising Officer

Authorising Officer's Declaration

I can confirm that(Name)
reported his/her pass Lost/Stolen and requires a replacement.

Details	
Name of Authorising Officer	
Your Position:	
Company Name:	
I.D Number:	
Signature:	Date:

For office use only		
Date form submitted:		
Records checked	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any previous losses: If yes please give details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Charge to company	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Control Centre notified:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hotstamp No. of Lost Pass:		
Hotstamp No. of Replacement Pass:		
Name:		
Signature:		
Date:		

FOR AUDIT USE ONLY WHERE APPLICABLE

Form Audited By	
Date	
Signed	