

<b>Credential Center Accountability Form</b> (ID Badge and Key Return / Lost Key Report)			
COMPANY NAME:			DATE:
Employee Name	UPID #	Badge #	
	(First set of #'s on the badge)	(Second Set of #'s on badge)	
Key Report:	Employee Name:	Кеу Туре	:
🗆 Lost			
Return			
PRINTED NAME OF PERSON RETURNING BADGE/KEY:			
SIGNATURE:			
PORT OF SEATTLE CREDENTIAL CENTER USE ONLY			
Badge Received by		Date	
Badge Returned by		Date	
NOTES:			

## LOST & STOLEN BADGES

LOST OR STOLEN PORT OF SEATTLE ID BADGES MUST BE REPORTED TO YOUR AUTHORIZED SIGNER IMMEDIATELY AND PROCESSED THROUGH THE AUTHORIZED SIGNER PORTAL. FEES AND WAITING PERIODS CAN BE FOUND ON OUR WEBSITE:

https://www.portseattle.org/page/badge-deactivation-reporting-loststolen-badge REVISED 06/2018