



# METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

## REPORT OF UNACCOUNTED KEY

Please print clearly

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MI)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ AIRPORT BADGE #: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

I, the undersigned in accordance with Orders and Instructions 10-0-2, current series, do hereby declare to the Airport Security Coordinator (ASC) for *(Check all that apply)*

Ronald Reagan Washington National Airport and/or  Washington Dulles International Airport, that the key I was issued is unaccounted for because of the following:

- \_\_\_\_\_ Lost – Provide an explanation of the circumstances of the loss in the area below.
- \_\_\_\_\_ Stolen – Provide the Police agency to whom the theft was reported along with the Report Number in the area below and attach a copy of the police report.
- \_\_\_\_\_ Otherwise unaccounted for – Provide an explanation in the area below of the circumstances which led to the key being unaccounted for.

Additional information as required above (attach separate pages as necessary):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Key Holder Signature Date

I, the undersigned Certification Official, hereby acknowledge that the above individual has reported to me that the key is unaccounted due to the reason indicated. I further certify that the individual  does /  does not have a valid need to have their key reissued.

I request that the Pass & ID  approve /  deny reissuance of the key for my company.

\_\_\_\_\_  
Authorized Key Requestor Signature Date

\_\_\_\_\_  
Authorized Key Requestor Printed Name

Key #s: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

First Replacement  Second Replacement  Third Replacement or Unusual circumstances – ASC approval required

Comments: \_\_\_\_\_

Pass & ID Tech Name: \_\_\_\_\_ Date: \_\_\_\_\_

ASC (or designee) Determination  Approved  Denied

ASC (or designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR AGENT CASHIER USE:

CASH  CHECK →  COMPANY OR  PERSONAL  FEE WAIVED – REQUIRES ASC/DESIGNEE APPROVAL  
 MONEY ORDER  CREDIT CARD →  COMPANY OR  PERSONAL RECEIPT # \_\_\_\_\_