



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 6-4-2, 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 and attest that the individual does have a valid need to have their key reissued and hereby request that the Washington Dulles International Airport ASC approve reissuance.

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 # _____