



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

Details of when and where pass was last used or seen:	_____
	_____
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***

<b>Form Audited By</b>	
<b>Date</b>	
<b>Signed</b>	