

Authorised Signatory's & organisations for whom Security ID cards are issued by a MAG Airport ID Centre are to ensure:

- That the relevant ID Centre is informed immediately when a Security ID card for a person becomes invalid & the holder no longer has a legitimate reason to enter the CP of the SRA.
- Security ID cards are recovered when there is no longer a legitimate reason for the holder to be given access to the CP of the SRA or to hold a Security ID card. Security ID cards are to be returned within 7 days of becoming invalid, to a MAG ID Centre.

All incidents of failure to recover invalid Security ID cards from persons are to be reported immediately to the relevant ID Centre & confirmed in writing using the relevant ID Centre 'Failure to Return a Security ID' form. Organisations are to ensure that a procedure is in place to recover Security ID cards on cessation of employment.

Note All Security ID cards issued by a MAG ID Centre remain the property of the issuing authority to whom it must be returned on expiry, cancellation or cessation of employment. Refusal to return a Security ID card will be considered as theft & should be reported to the Police as such. Organisations will be charged for any Security ID cards not returned within 60 days.

Provided that the ID Centre has already been notified and the ID has been cancelled this form should only be submitted after all attempts to recover the Security ID card has failed.

A minimum of 3 attempts to recover the ID is required, which should include; Phone, Email & Recorded delivery, letters to have been sent to the Security ID card holder (Copies of which should be attached) and the details of whether the theft has been reported to the police.

Security ID Card Holders Details		Org. Prefix
ID N°	Name	Date left employment

Was this Security ID card registered for use at any other UK airport? No Yes (list Airports)

Have you made a minimum of 3 attempts to recover the ID card? Yes

Have you been able to contact by phone? No Yes Date contacted by phone

Have you been able to contact by email? No Yes Date contacted by email

Date letter sent

Date recorded delivery sent

Any other details of attempted recovery of the Security ID cards return.

The Security ID card issued to the person has failed to be returned. We have carried out the process detailed above without success and consider this Security ID to be irretrievable. We are aware that ID cards which are not returned will incur a charge to the Organisation for a Lost / Stolen charge as per MAG fees and charges.

Name	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>		
Organisation	<input type="text"/>		

ID Centre Use Only

AC2000 Updated Yes No

Airports Notified Yes N/A

Signature

Date