



# Airport ID Badge and Key Recovery - Best Practices

**Here are some suggestions that you may want to consider when developing your own company policy.**

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1. Have every employee who holds an Airport Badge or key complete and sign a commitment or statement to return the badge.
2. Require the employee to pay the company a badge deposit when beginning their employment, which is refunded once the badge is returned.
3. The airport charges a Badge Control Fee (BCF), so consider returning the badge deposit to the employee or having them pay the BCF, and maybe an incentive bonus when they return the badge.
4. Hold the employee's final paycheck until the badge is returned (local employment laws should be considered for this option).
5. Require badges be turned in at the end of their work week and return them the next work day. Lock all badges up until next work day.
6. Consider issuing the badge at the beginning of the shift and require it be turned in at the end of the shift. Lock all badges up until the next shift.
7. Retrieve and secure any badges that have been suspended (when employee is on medical leave, etc.) until the employee returns to normal duties.
8. Require your employee to show their badge before attending every required meeting.
9. Did you know? PHX will issue a returned badge receipt upon request. To reduce your own workload, you could require that employees present a return receipt instead of the badge in any of the above scenarios.

For more information on PHX's badging process, visit our website:

<https://www.skyharbor.com/security/BadgingInformation>