

REQUEST FOR TEMPORARY ESCORT BADGE AUTHORIZATION FORM

(NOTE THIS FORM MUST BE TYPEWRITTEN)

COMPANY NAME: _____

EMPLOYEE NAME: _____

JOB TITLE: _____

THE EMPLOYEE NAMED ABOVE WILL REQUIRE A TEMPORARY ESCORT BADGE
ISSUED TO PERFORM HIS/HER DUTIES AS DESCRIBED UNDER JOB DESCRIPTION.
JOB DESCRIPTION

DISCLAIMER

I UNDERSTAND THAT THE “TEMPORARY ESCORT BADGE” IS VALID FOR ONLY
Three WEEKS FROM THE DATE THE INDIVIDUAL IS FINGERPRINTED AND NO
EXTENSION OR REISSUANCE WILL BE GRANTED. THIS INDIVIDUAL MUST BE
UNDER ESCORT AT ALL TIMES WHILE PERFORMING THEIR JOB DUTIES.

THE APPLICANT MUST RETURN THE “TEMPORARY ESCORT BADGE” TO THE ID
OFFICE AT THE TIME THEIR “JFK SIDA BADGE” IS ISSUED. IF THE APPLICANT
DOES NOT RETURN THE BADGE, A \$100 NON-REFUNDABLE FEE WILL BE
COLLECTED FROM THE APPLICANT BEFORE THE “JFK SIDA BADGE” CAN BE
ISSUED. IF AN INDIVIDUAL IS DENIED A “JFK SIDA BADGE”, IT IS THE
RESPONSIBILITY OF THE COMPANY TO EITHER RETURN THE “TEMPORARY
ESCORT BADGE” TO THE SECURITY ID OFFICE IN PERSON OR PAY IN PERSON THE
\$100 NON-REFUNDABLE FEE.

ALL FEES ARE PAYABLE BY EITHER COMPANY CHECK OR MONEY ORDER MADE
OUT TO THE PORT AUTHORITY OF NEW YORK/NEW JERSEY.

ISSUING OFFICER ID CARD NUMBER: _____

TELEPHONE NUMBER: _____

ISSUING OFFICER PRINT NAME: _____

ISSUING OFFICER SIGNATURE: _____

DATE: ____/____/____

FOR PA USE ONLY

RECEIVED TEMPORARY ID BADGE: _____/____/____