

**AOA Genie and Key Suspension Request Form**

- For security reasons, Access DFW must be notified immediately when a Genie or Key is damaged, no longer needed, lost, or stolen. Every effort must be made by the company/department to locate and recover a lost Genie or Key.
- If a Genie or Key is stolen, a police report must be filed.
- Genies and Keys that are damaged or no longer needed must be immediately returned to Access DFW.
- As the Authorized Signatory, you are responsible for maintaining records on access media issued to your employees. It is your responsibility to notify Access DFW no later than 30 days prior to the end of your contract, and to ensure that all Airport access media has been returned. The regulations that apply to badge issuance and recovery cover all airport access media, and non-compliance will result in the same penalties.
- Contracts will not be closed until all Genies and Keys are returned to the key issuing entity.
- Failure to comply with these procedures may result in suspension of Genie and/or Key privileges.
- For questions regarding Genie or Key suspension, contact Access DFW at [accessdfw@dfwairport.com](mailto:accessdfw@dfwairport.com).

Department of Public Safety | Access DFW

Terminal B, Landside Upper Level at Entry Door B17, Room B256A6

Phone: 972 973 5100 Fax: 972 973 5113 Email:

[accessdfw@dfwairport.com](mailto:accessdfw@dfwairport.com)

**Applicant Information**

Full Legal Name	Airport Board Department/Company Name
Phone Number	Email

**Reason for Suspension**

Key	Lost	Stolen	Damaged	No Longer Needed	
Genie	Other:			If Stolen, enter police report number:	
Genie/Key has has not been returned to Access DFW					
This request was made by:		Email	Hand Delivered	Interoffice Mail	Date Sent

**Vehicle Information** *(If requesting a key suspension, provide the key serial number only)*

License Plate Number	State	Unit Number
Year	Make	Model
Genie or Key Serial #	Vehicle Ownership	Airport Board Government Agency Other:

**Authorized Signatory Approval**

Authorized Signatory Name	Airport Board Department/Company Name
Phone Number	Email
Signature	Date

**Access DFW Use Only**

Suspension Processed By	Assistant Manager Approval	Date Received
Date Suspended	Date Genie Returned	Receipt Number