

Security ID card cancellation/ suspension report

1. ID card number:

2. ID card holder name:

3. Name of employer:

4. Reason for suspension/cancellation:

- Suspended/cancelled at request of security manager (add comments below)
- Suspended/cancelled at request of managing director (add comment below)
- Suspended/cancelled at request of signatory/employer (add comments below) See note 1
- Suspended/cancelled at request of human resources (add comments below)
- Cessation of trading at Cardiff Airport (add comments below)
- Lost pass
- Stolen pass
- Card expired (without renewal) See note 2
- Card inactive for a period exceeding 60 days. See note 2
- Other (please state reason)

Note 1: If the request for cancellation is received from the employer/undertaking the written request must be sent to the ID unit and be attached to the report.

Note 2: If the pass has been cancelled due to expiry without renewal or parked due to inactivity over a 60 day period, the employer/undertaking must be advised in writing/via email.

5. Comments relating to reason for suspension/cancellation:

Details of person cancelling/suspending card

6. Name:

7. Position:

8. Signature:

9. Date:

10. Has the card been returned and destroyed?

Yes :

Date of destruction:

By whom:

No :

Reason:

11. Further comments/actions required: