



## RETENTION REQUEST FOR BOI ACCESS MEDIA BADGES

The Authorized Signatory or Badge Holder may submit this form to the Credentialing Office to request their badge be retained. Please bring this completed form and the BOI access media badge to be retained to the Airport Credentialing Office, Monday – Friday, 7AM – 3PM. The badge will be retained on file in the Airport Credentialing Office until the expiration date, when it will then be destroyed.

To retrieve the badge on file, the Authorized Signatory or Badge Holder can pick up the badge during office hours, or contact Credentialing Office at 208-972-8450 to schedule a time to pick up outside of office hours. After the expiration date, if the badge holder requires a badge, a new application must be submitted to the Credentialing Office.

TO BE COMPLETED BY THE AUTHORIZED SIGNATORY OR BADGE HOLDER:

NAME OF BADGE HOLDER: \_\_\_\_\_

COMPANY: \_\_\_\_\_ BADGE TYPE:  SIDA  SAAB  GA  VENDOR

BADGE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

REASON FOR RETENTION REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TO BE COMPLETED BY THE CREDENTIALING OFFICE:

*COPY OF RETENTION RECEIPT*