



**WILLOW RUN - YIP AIRPORT - WCAA  
SEPARATION FORM**

**COMPANY NAME:** \_\_\_\_\_

The employee identified below no longer works, or no longer requires reoccurring access, for our company at Willow Run Airport.

**NAME:** \_\_\_\_\_  
LAST FIRST MIDDLE

**BADGE NUMBER:** \_\_\_\_\_ **DATE OF SEPARATION OR STATUS CHANGE:** \_\_\_\_\_

**REASON:** (check one)

- \_\_\_\_ Resignation
- \_\_\_\_ Transfer
- \_\_\_\_ Retirement
- \_\_\_\_ Lay-off
- \_\_\_\_ Medical or leave of absence
- \_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_ Termination for Cause (Security/Safety Issue)
- \_\_\_\_ Change of status
- \_\_\_\_ Construction completed
- \_\_\_\_ Separation for non-cause issue (Attendance, failed training, NCNS, etc.)

**ATTACH BADGE  
HERE  
TAPE AT  
TOP AND  
BOTTOM  
(DO NOT STAPLE)**

**RETRIEVAL OF ID BADGE:** (check one)

- \_\_\_\_ This individual's Airport Identification Badge is attached to this form, in accordance with Airport Security requirements and procedures.
- \_\_\_\_ Upon separation, the individual did not turn in their Airport Identification Badge and immediate notification to Security was made.

**I understand that all badges issued to employees of my company must be accounted for. Failure to notify the Airport about any Airport ID Badge that can no longer be accounted for is a violation of the Airport Security Program and may result in administrative sanctions and/or civil penalties. I understand that my company may be charged a fee if they fail to retrieve and return the ID badge to Airport Security.**

Submitted By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

AIRPORT USE ONLY		
Received by: _____	Entered by: _____	Date ID returned: _____
Dual: Y / N	Authorized Signer: Y / N	Scanned by: _____

Airport Security  
Detroit Metropolitan Wayne County Airport – Building 610 – 31399 East Service Drive – Detroit, MI 48242  
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