

**Virginia Port Authority Police Department**  
**EMPLOYEE SEPARATION FORM**

**Section A: Employee Separation Information**

(To be filled out by a company authorized representative who will act as the contact between the company and the Virginia Port Authority.)

Company Name: \_\_\_\_\_

The following individual is no longer authorized to conduct business on Virginia Port Authority/Virginia International Terminals property on behalf of the above-named company.

Employee Name: \_\_\_\_\_

\_\_\_\_\_  
Driver's License Number

**Section B: Company Confirmation**

(To be completed by authorized company representative.)

The authorization of the separated employee has been revoked.

\_\_\_\_\_  
Name of Company Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

**Section C: VPA Police Confirmation**

Effective \_\_\_\_\_, the above-named individual's VPA ID card has been deactivated and is no longer valid.  
(Date)

\_\_\_\_\_  
Name of Approving Officer

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**When an individual leave your employment, Virginia Port Authority ID Badges should be returned to the Virginia Port Authority Police Department, 7737 Hampton Blvd, Building One, Norfolk, VA 23505.**

**Please check one:**

\_\_\_\_\_ **Port ID Badge Attached**

\_\_\_\_\_ **Not able to Retrieve Port ID Badge**