

DEPARTMENT OF HOMELAND SECURITY
Transportation Security Administration

RETIRED BADGE AND/OR RETIRED CREDENTIAL APPLICATION

INSTRUCTIONS: This form shall be completed in accordance with TSA MD 2800.11, Badge and Credential Program and Handbook . To apply for a Retired Badge and/or Retired Credential the applicant must complete Sections I-IV. Section V requires review and approval by the applicant's supervisor (J-Band and above). All parts of Section VI must be completed and subsequently approved by the BMO Director/FSD/SAC equivalent (K-Band and above). Completed forms shall be stored in accordance with TSA File Code 2800.17 . The completed application must be emailed to the Physical Security Branch at the email address: CredentialBadgeCustS@tsa.dhs.gov .			
SECTION I. Application Type and Date			
Application Date		<i>Select application type(s)</i> ☐ Retired Badge ☐ Retired Credential	
PART A. Applicant Information			
Last Name	First Name	Maiden/ Middle Name	Social Security Number
Date of Birth	TSA Entry on Duty date	Retirement Date	
Type of Retirement	Office/ Divisions		
Official Title (<i>At time of retirement</i>)		Government email address (<i>if applicable</i>)	
Personal Phone Number		Personal Email Address	
SECTION II. Retired Badge			
Category			
Replacement Reason			
SECTION III. Retired Credential			
Category			
Replacement Reason			
Official Title (<i>please refer to SF-50, Notice of Personnel Action</i>)			
SECTION IV. Retired Badge or Credential Waiver/Acknowledgement and Eligibility			
The TSA retired badge or credential does not confer powers [law enforcement or non-law enforcement] or authorize engagement in any law enforcement activities and investigations. I waive the right to make a claim of any description to include claims, actions, suits, procedures, costs, expenses, damages, and liabilities against TSA resulting from the authority to carry retired badge and/or credentials.			
☐ I acknowledge that I have read and understand the information provided above.			
Signature		Date	
SECTION V. Supervisor Approval (J-Band and Above Use Only)			
Last, First, MI		Position or Title	
TSA Component		Government Email Address	
Office Phone	Cell Phone	Signature	Date
SECTION VI. BMO Director/ FSD/ SAC Equivalent Approval (K-Band and Above Use Only)			
Part A. Good Standing Determination			Select One – Yes or No
1. There was a determination made, or action initiated to remove or proposal to remove, the employee from federal employment;			
2. There was an investigation or unadjudicated charge of misconduct against the employee that could have led to the employee's removal; or			
3. The employee's security clearance was suspended or revoked, or a proposal to suspend or revoke the clearance was initiated or issued.			

Previous editions of this form are obsolete.

Part B. Service Eligibility		
1. The employee completed five (5) years of service with TSA.		
2. The employee was in good standing at the time of retirement. (Requires "No" response to questions 1,2, and 3 on Part A.); and		
3. The employee retired consistent with the retirement definition in TSA MD 2800.11, <i>Badge and Credential Program</i>		
I have reviewed the criteria with the appropriate offices and I find the employee:		
☐ Meets all the criteria and is eligible for a retired badge and/or credential. (Requires "Yes" to questions 1, 2, and 3 in Part B.). ☐ Does not meet all the above criteria and is not eligible for a retired badge and/or credential.		
By signing below in Part C. you acknowledge that Part A. Good Standing Determination and Part B. Service Eligibility are true and correct.		
Part C. BMO Director/FSD/SAC Equivalent (K-Band and Above) Approval		
Last, First, MI	Position or Title	Date of Approval
TSA Component	Government Email Address	
Office Phone	Cell Phone	Signature
SECTION VII. PHYSICAL SECURITY SECTION USE ONLY		
Badge		
Badge		
Badge	Tactical Badge	
Badge Type and Number	Tactical Badge number (<i>if applicable</i>)	
Old Badge Number	Old Badge Returned	
If no, <i>explain</i>		
Lost/Stolen/Damaged Badge reported in accordance to TSA MD 2800.11, <i>Handbook</i>		Date Reported
Approved	If Disapproved, <i>explain</i>	
Credential		
Credential	Credential Type	
Credential Number	Old Credential Number	
Old Credential Returned	If no, <i>explain</i>	
Lost/Stolen/Damaged Credential reported in accordance with TSA MD 2800.11, <i>Handbook</i>		
Date Reported	Approved	
If disapproved, <i>explain</i>		
Signatures and Approvals		
Approving Official's Name		Title
Date	Signature	
Comments		

PRIVACY ACT STATEMENT: Authority: 49 U.S.C. § 114(f). **Principal Purpose(s):** This information will be used to show official receipt of government property and to track case status and generate reports regarding badging and credentialing. **Routine Use(s):** This information may be shared with another federal agency in response to its request in connection with the hiring or retention of an employee or the issuance of a security clearance, or for the routine uses identified in TSA system of records, DHS/TSA 002, Security Threat Assessment System (T-STAS). **Disclosure:** Voluntary; failure to furnish the requested information may result in delays in issuing you a badge or credential or an inability to issue you a badge or credential. Failure to furnish your SSN may result in delays or inability to issue you a badge or credential.

PAPERWORK REDUCTION ACT STATEMENT: This is a mandatory collection to participate in the Retired Badge/Credential Program. The total average burden per response associated with this collection is estimated to be approximately 5 minutes. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The control number assigned to this collection is OMB 1652-0071, which will expire on 11/30/2025. Send comments regarding this burden estimate or collection to: TSA-11, Attention: PRA 1652-0071, 6595 Springfield Center Drive, Springfield, VA 20598-6045.

Previous editions of this form are obsolete.