

OFFICE OF SECURITY

LOST/STOLEN CREDENTIAL & BADGE REPORT

SECTION A:

Date of Report:

Dept/Office:

Badge/Credential Poc - Current:

Badge/Credential POC - at The Time of the Loss:

Current POC Contact Information:

Telephone:

Email:

Name of Employee Badge / Credentials Issued To:

Employee Contact Information:

Telephone:

Email:

Credential Number:

Badge Number (If Applicable):

Date Acquired:

SECTION B:

1. How is Property Missing (If Known):

- STOLEN: Issuer must attach a copy of Report and Case #
- LOST: Issuer must attach a copy of Report and Case #
- OTHER (explain below or **ATTACH STATEMENT**): NCIC #

LOST/STOLEN/CREDENTIAL & BADGE REPORT

- 2. Date property last seen (APPROXIMATELY):**

- 3. What action was taken to locate property? (Must provide a thorough description)**

- 4. Who was the last known person to have the property in their custody?**

- 5. Are they still at DOC? If departed DOC, please provide their contact information if possible.**

- 6. How was item usually secured, stored?**

- 7. How was item accounted for?**

- 8. What procedure(s) was used to control property loss prior to the property loss? (explain):**

- 9. What procedure(s) have been implemented to control property since the loss? (explain):**

- 10. Does the property custodian have sufficient support from their supervisor for property custodian duties: (explain):**

LOST/STOLEN CREDENTIAL & BADGE REPORT

SECTION C:

**Other Statements/Information You Wish to Provide:
(Additional Sheets May Be Attached.)**

I hereby certify that the above is a true and complete statement of reasons for the above request (**Note:** Digital Signatures accepted).

Employee Signature

DATE

Bureau POC Signature

DATE

Note:

1. Deliver original Report to OSY/PPCD. (Badge/Credential POC keeps a copy for their records.)