Date

MEMORANDUM FOR: Real-time Automated Personnel Identification System (RAPIDS) ID Card Issuance Facility, Site Security Manager (SSM)

FROM:

SUBJECT: Report of lost identity credentials

1. _____,
Card Holder: First Name MI Last Name

2. Reported his/her Identification (ID) card as lost / stolen / destroyed (circle one), in the vicinity of_____, on or about_____.
Location Date

3. **He / She** (circle one) has been directed to return the ID card, if found, to the nearest uniformed Services / Agency RAPIDS facility.

4. I have been advised of their responsibility to maintain control of Government Property in my possession, and the seriousness of possible compromise of physical and logical access security. **Card Holder: Last Name** _____

Respectfully,

Sponsor's Name:
Title:
Telephone number: ( )
E-mail address: