

SAMPLE MEMORANDUM LOST, STOLEN, DESTROYED, IDENTIFY CREDENTIAL

Date

MEMORANDUM: Report of Lost, Stolen, Destroyed Identity Credential – Applies to Identification (ID) cards listed on Table 1.1. See AFI 36-3026(IP) Volume 1 for USID cards.

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

FROM:

1. **Insert card holder First Name, Middle Initial, Last Name**, reported his/her Identification (ID) card as lost/stolen/destroyed (circle one), in the vicinity of **insert location**, on or about **insert date**.
2. **He/She** (circle one) has been directed to return the ID card, if found, to the nearest uniformed Services/Agency RAPIDS facility.
3. **Insert card holder last name** has been advised of their responsibility to maintain control of Government Property in their possession, and the seriousness of possible compromise of physical and logical access security.

Respectfully,

Name

Title

Telephone number, email address (if available)