

**Texas Department of Criminal Justice
Lost or Stolen ID Card Report**

Employee:

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Last Name First Name MI

Social Security Number:

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Unit or Dept:

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My ID card has been lost or stolen since _____. I am requesting my ID card be deactivated.
(MM/DD/YYYY)

Circumstances of loss or theft: _____

Employee's Signature Date

Note to Employee: With few exceptions you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request in accordance with TDCJ procedures that incorrect information the TDCJ has collected about you be corrected.

Employee Instructions:

1. Submit this request immediately to your human resources representative.
2. Your copy of this form, accompanied by your driver license or valid photo ID, serves as your temporary identification.

Human Resources Representative:

The above named employee submitted this Lost or Stolen ID Card Report at _____ a.m./p.m. on _____ at the
(date)
_____ Unit or Department.

Print Name

Signature

Deactivation for Commissary:

Deactivation of Building Access Request (if applicable):

ID Card Deactivated: _____ a.m./p.m., _____
(date)

(date)

Human Resources Representative Instructions:

1. Copy of form in unit or department human resources suspense file and give original to employee.
2. Maintain record of lost or stolen ID card in suspense file for seven calendar days. If ID card is not recovered after seven calendar days, instruct employee to complete a PERS 260, ID Card Issue Request.

DISTRIBUTION:

Copy – Unit or Department Human Resources suspense file, destroy if ID found or PERS 260 generated.

Original - Employee