

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

Employee:

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Last Name

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First Name

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MI

Social Security Number:

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Unit/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 the TDCJ's 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 \_\_\_\_\_ Unit/Department.  
(date)

\_\_\_\_\_  
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. File original form in employee's unit/department human resources file and give copy 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: Original – Employee's Unit/Department Human Resources File

Copy - Employee