

OUO/PII (when completed)

REPORTING LOST, STOLEN, FORGOTTEN or UNRECOVERED BADGE

To be completed by or on behalf of a SNL-issued badge holder to report a lost, stolen, or forgotten (LSF) badge, OR by a SNL Badge Requestor/ Delegate to report an unrecovered badge. Return to Badge Office in person, via fax (SNL/NM & remote sites 505.844.4263, SNL/CA 925.294.6376), or internal/secure email to security@sandia.gov. See Laboratory Policy SS008, Control Access to Information and Facilities Policy, for details.

Badge Holder

NAME (Last, First, MI)

SSN:

SNLID:

PHONE:

 NTESS Employee Contractor Consultant Visitor Colleague**Badge Type (Select one)**

HSPD-12 Federal Credential
Has this HSPD-12 Federal Credential ever been used at any other DOE-affiliated sites/locations in addition to SNL?

Yes

No

Unknown



Local Site-Specific Only
(Striped Design)

Badge Status

(Complete only one section)

1. **LOST** - If lost outside Badge Office hours, notify Security Connection at 505-845-1321 in addition to submitting this form.
or
STOLEN - If Stolen, notify SIMP immediately 24/7 at 505-845-1321 in addition to submitting this form.
- a. Date and time badge discovered as lost or stolen?
- b. Last known physical location of badge:
- c. Describe how badge was lost/stolen. Include date(s), time(s), and location(s). If badge was stolen, list any other items taken.
- d. Have any attempts been made to recover the badge? Yes No If yes, describe. Include date(s) and result(s)

2. **UNRECOVERED** (Sandia Badge Requestor/Delegate Use Only)

- a. Reason the badge is no longer valid or required
- b. Have any attempts been made to recover the badge? Yes No If yes, describe. Include date(s) and result(s)

3. **FORGOTTEN****Report Completed By**

Badge Holder Other Name: _____ Title: _____ Phone: _____

Acknowledgment

I understand that the badge reported herein is the property of the U.S. Government and that in the event it is recovered, I will return it as soon as possible to the Sandia Badge Office

Signature:

Date:

BADGE OFFICE USE ONLY - Badge No. _____ SIMP NOTIFIED (security@sandia.gov) DATE or 'N/A': _____ HSPD-12 Green Slip Completed? Y N N/A Initials _____

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