

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](mailto:security@sandia.gov). Reference Corporate Procedure ISS.100.5.5, Use, Control, and Protect Badges for LSF policy.

**Badge Holder**

NAME (Last, First, MI)

SSN:

SNLID:

PHONE:

 Sandia Corp. Employee Contractor Consultant Visitor Colleague**Badge Type** HSPD-12 Federal Credential Local Site-Specific Only (Striped)**Badge Status**

(Complete only one section)

1. **LOST** - If lost outside Badge Office hours, notify Security Connect 505-845-1321 in addition to submitting this form.  
or  
**STOLEN** - If Stolen, notify SIMP immediately 24/7 (SNL/NM & remote sites - 505-283-7467 or SNL/CA - 925-294-3238) 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- a. Reason the badge is no longer valid or required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](mailto:security@sandia.gov)) DATE or 'N/A': \_\_\_\_\_ HSPD-12 Green Slip Completed? Y N N/A Initials \_\_\_\_\_

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