

****Two forms of ID are required for all transactions****

Lost/Stolen/Destroyed/Confiscated

Coast Guard - When a signed incident report cannot be obtained by base security or the local police department, Coast Guard ID card recipients must present a memorandum (in accordance with the Lost/Stolen memo sample) on Coast Guard letterhead and signed by the Commanding Officer or Officer-in-Charge.

Air Force – ID card recipient must present a copy of the report filed with the installation security or local police; or a memorandum prepared (in accordance with the Lost/Stolen memo sample) on Air Force letterhead from the recipient's Commanding Officer, Officer-in-Charge, or Noncommissioned Officer for military, First Sergeant, Contracting Officer Representative or Trusted Agent for contractors, and Supervisor / Division for civilians.

Army – ID card recipient must present a signed copy of the incident report filed with the installation Security or Provost Marshall's office or local police. If an incident report cannot be obtained, a memorandum (in accordance with the Lost/Stolen memo sample) from the individual's Commanding Officer, Officer-in-Charge, or Noncommissioned Officer for military, Contracting Officer Representative, Supervisor/Division Chief for civilians / contractors.

Navy – ID card recipient must present a copy of the report filed with the installation security or local police; or a memorandum prepared (in accordance with the Lost/Stolen memo sample) on Navy letterhead from the recipient's Commanding Officer, Officer-in-Charge, or Noncommissioned Officer for military, Contracting Officer Representative, and Supervisor/Division for civilians.

Marine Corps – ID card recipient must present a copy of the report filed with the installation security or local police; or a memorandum prepared (in accordance with the Lost/Stolen memo sample) on Marine Corps letterhead from the recipient's Commanding Officer, Officer-in-Charge, or Noncommissioned Officer for military, Contracting Officer Representative, and Supervisor/Division for civilians.

Public Health Service (PHS) – ID card recipient must present a signed copy of the incident report filed with the installation Security or Provost Marshall's office or local police. If an incident report cannot be obtained, a memo (in accordance with the Lost/Stolen memo sample) from the individual's OIC, Division Chief, or Supervisor.

National Oceanic and Atmospheric Administration (NOAA) – ID card recipient must present a copy of the report filed with the installation security or local police; or a memorandum prepared (in accordance with the Lost/Stolen memo sample) on NOAA letterhead from the recipient's Commanding Officer, Officer-in-Charge for uniformed service personnel, Contracting Officer Representative, and Supervisor/Division for civilians.

Other DoD/Federal and Non-Federal Agency Offices – refer to local lost/stolen/destroyed identity credential processing procedures.

****Local procedures apply when individual is not permanently assigned but is performing temporary duty, on leave, or official business**