

Department of Veterans Affairs

Memorandum

Date:

From: (Trainee's Name): _____

Subj: Lost, Stolen, Destroyed, or Damaged PIV Card (Choose one)

To: Willette Yarborough, PCI Manager/HRMS Assistant Chief (05)

I, _____ report the following information about my lost card:
(Name of Trainee)

Describe what, when, and how the badge was compromised. Requests should contain all relevant information. (If you have not been fingerprinted within the last 120 days you will be required to be re-fingerprinted prior to the issuance of a new PIV card.)

Thank You,

Name: _____

Signature of Trainee

DVAHCS Police Representative

Incident Report Number

Concur to Issue Badge/Not Concur to Issue Badge

WILLETTE YARBOROUGH
PCI Manager
Assistant Chief, Human Resources Management Service