



Sullivan County Board of Cooperative Educational Services

6 Wierk Avenue • Liberty, NY 12754-2116
Tel 845-292-0082 • Fax 845-292-8694

LOST/DAMAGED ID BADGE FORM

Please return to Health and Safety at Wierk Ave.

I have **(lost/misplaced/damaged (circle one))** my Sullivan County BOCES Identification Card. If lost, I verify that I have made a diligent search for the card and have not been able to locate it. If damaged, I am enclosing the damaged card.

I request that the Health and Safety/Risk Management Office prepare a new Identification Card for me. In the event a picture of me is not on file, I will arrange with the Health and Safety Office to have a new picture taken.

I understand that the accesses (doors, etc) on the old card will be suspended and new accesses will not be assigned until 2-3 days after I receive the new ID card. I also understand that a record of the lost card will be kept and that repeat offenses of lost cards may result in my being billed for subsequent card production. This provision may also apply to cards which appear to have been damaged due to improper use or abuse.

The following information is provided:

Name: _____

Department: _____

Work Location(s): _____

Signature: _____

Date: _____

For Health and Safety Office Use Only:

Old Number Deactivated _____

New Number Assigned _____

New Number Activated _____

New Badge Printed and Sent _____