



DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAFE)

MEMORANDUM FOR 786 FSS/FSMPS

FROM: _____
(NAME/AGENCY)

SUBJECT: Replacement of Lost/Stolen Identification (ID) Card Request

1. I, _____, state that my or my dependent's ID card was lost/stolen as described below:

2. I certify that the above information is true and correct to the best of my knowledge. I request the card be replaced.

(NAME, PAYGRADE, AND DATE)

1st Ind, HRO/CPO

MEMORANDUM FOR 86 SFS/SFOL

The individual has been instructed to report to the 86th Security Forces Squadron Law Enforcement Desk (**Bldg 2371**) and complete an AF Form 1168, Statement of Suspect/Witness Complaint. The individual has also been briefed on the responsibility to ensure the card is safeguarded at all times. If the ID card is found, the individual will surrender it to the MPF Customer Service Section (Bldg 2106) and understands that he/she is not authorized to have two ID cards in his/her possession at the same time.

(SIGNATURE HRO or CPO)

2nd Ind, 86 SFS/SFOL

MEMORANDUM FOR 786 FSS/FSMPS

Request a new ID card be issued to _____
The individual has completed the AF Form 1168, Statement of Suspect/Witness complaint.

(LAW ENFORCEMENT DESK POC)