TO: 10 FSS/FSPS
    USAF Academy, CO 80840

MEMORANDUM: Report of Lost, Stolen, Destroyed Identity Credential

FROM: Sponsors Name

1. **Insert card holder First Name, Middle Initial, Last Name**, reported his/her Identification (ID) card as lost/stolen/destroyed (circle one), in the vicinity of **insert location**, on or about **insert date**.

2. **He/She** (circle one) has been directed to return the ID card, if found, to the nearest uniformed Services/Agency RAPIDS facility.

3. I (insert sponsors full name) have advised my dependent of their responsibility to maintain control of Government Property in their possession, and the seriousness of possible compromise of physical and logical access security. I understand that it is ultimately my responsibility to ensure that my dependents maintain positive control of their government issued property.

4. If you have any questions please contact me at (Insert name, telephone number, and email address).

Name of Sponsor

Sponsors Squadron/duty title