

## Lost, Missing, Destroyed, Confiscated, or Stolen CAC

**ALL CAC HOLDERS are required to provide documentation confirming that the CAC has been reported lost or stolen (DoDM 1000.13-M-V1, encl. 2, subpar. 5.c.(3)).**

**Acceptable documents include:**

1. A memorandum prepared (in accordance with example below) on command letterhead from the recipient's Commanding Officer, Officer-in-Charge, or Noncommissioned Officer for military, Contracting Officer Representative, and Supervisor/Division for civilians.
  - a. **The letter or memorandum must be prepared on the activity's letterhead, dated, and signed with a wet signature, or digitally signed using a CAC.**
2. OR A copy of the lost/stolen report filed with installation security, PMO, or local police
3. OR an MCB Quantico PMO issued "Confiscated AFID Card Receipt." NOTE: THIS IS NOT A FORM OF ID.

*The letter/report MUST include the date, name and signature of CAC holder, place of incident, circumstances of the loss or theft, and name and signature of the individuals listed above, confirming that the CAC has been reported lost or stolen. If any lost or stolen CAC/ID is found, please return to ANY DEERS ID Card Center for proper destruction. Thank you.*

**REQUIRED: Two (2) valid, unexpired, forms of identification listed in the Federal Information Processing Standards 201-2, and one form MUST be a photo ID. Active Duty Service Members please note: AN EXPIRED DRIVER'S LICENSE CANNOT BE USED FOR DEERS IDENTIFICATION PURPOSES.**



**COMMAND LETTERHEAD**

IN REPLY REFER TO:  
5212  
10 OCT 23

From: **Commanding Officer/Officer-in-Charge/SNCOIC/Contracting Officer Representative/Division** Supervisor for Civilians/Command Security Office (ONLY)  
To: Real-time Automated Personnel Identification System (RAPIDS) ID Card Issuance Facility, Site Security Manager (SSM)

Subj: AUTHORIZATION FOR REPLACEMENT OF LOST COMMON ACCESS CARD (CAC)

1. Insert card holder's **First Name, Middle Initial, Last Name** reported his/her Identification (ID) card as lost/stolen/destroyed (select one), in the vicinity of **Insert Location**, on our about **insert date**.
2. **He/She** has been directed to return the ID card, if found, to the nearest uniformed Services/Agency RAPIDS/ID Card Center facilities.
3. **Insert Card Holder's rank/last name** whose signature follows: \_\_\_\_\_ has been advised of their responsibility to maintain control of Government Property in their possession, and the seriousness of possible compromise of physical and logical access security.

\_\_\_\_\_  
**Signature**  
Name  
Rank/Title  
Telephone Number  
Email Address