

Notification of lost/stolen identity card

The form should be completed in block capital letters, by the pass holder.

Holder details

Name of card holder: Expiry date:
Position: ID card no:
Company: Type of card (colour/zones):

Circumstances of loss/theft

Circumstances: **LOSS/THEFT** Date/time:
Where:
How did the loss/theft occur:

Reporting

Which Police Station: Date of report:
Crime ref no:

I certify that the information given above is true to the best of my knowledge and belief. I understand that obtaining a replacement ID card by means of any false statement is fraudulent and could result in criminal proceedings against me. I further confirm that if the card is returned to me after I have been issued with a replacement I will return the original card to the Cardiff Airport ID Unit. A replacement card charge of £110 (first loss), £160 (second loss) is applicable and will be collected at the time of re-issue.

Signed: Dated:

To be completed by the authorising officer

I have read the above information and it is true to be the best of my knowledge and belief and am content for a replacement card to be issued. I acknowledge the charges stated above.

Signed: Dated:

Name: Company:

ID unit use only

Date form received: Date new pass issued: By:

Notes:
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