

RICHARD STOCKTON COLLEGE OF NEW JERSEY

EMPLOYMENT VERIFICATION FOR LOST OR STOLEN

ELECTRONIC ACCESS/IDENTIFICATION CARDS

Office of Human Resources

PO Box 195, J-112, Pomona, NJ 08240-0195

(609) 652-4384

INSTRUCTIONS:

1. Report your card lost or stolen through ManageMyID.com. (If you do not have an existing email account, please contact Campus Police to report your card lost/stolen.)
2. Complete this form and take it to Human Resources (J-112) with appropriate photo identification.
3. Take the approved form to the Bursar's Office (J-102) and pay the \$25.00 replacement fee.
4. Take the approved form to the Registrar's Office (D-121) for your new ID card.

EMPLOYEE NAME: _____

(Please print clearly)

IDENTIFICATION NO.: _____

(Z Number)

DEPARTMENT/DIVISION: _____

Did you report your card through ManageMyID.com? ____ Yes ____ No

Employee Signature

Date

TO BE COMPLETED BY HUMAN RESOURCES:

Type of Identification: Driver's License Passport Other Photo ID: _____

Employment Verified Date: ____/____/____

Approved by: _____

Human Resources
Stamp Here

TO BE COMPLETED BY BURSAR'S OFFICE:

Date Fee Paid: ____/____/____ Received by: _____

Bursar's Office
Stamp Here

TO BE COMPLETED BY REGISTRAR'S OFFICE:

Date Card Issued: ____/____/____

Initials: _____

REV Code: _____