

General Instructions for Completing HQ F 473.1, *Lost or Stolen Badge Replacement*

Obtain a copy of HQ F 473.1 at [HQ F 473.1 Form](#) and complete it as follows:

1. Name (Last, First, Middle) – Enter your name exactly as it appears on your badge. Do not use nicknames, abbreviations, or names you commonly use.
2. Telephone Number – Enter your work telephone number, including area code.
3. Today's Date – Enter the date you are completing the request.
4. Organization – Name and routing symbol of HQ Program Element.
5. Federal Manager or Supervisor's Name – If you are a Federal employee, enter your supervisor's name. If you are a contractor, enter the name of the Federal employee directing your work.
6. Type of Badge – If the badge to be replaced is an HSPD-12 credential, check HSPD-12; otherwise, check Local.
7. Reason for the Request – Check whether the badge was lost or stolen.
8. Explanation – Provide details about losing the badge and efforts to recover it. If the badge was stolen and a police report was filed, include the name of the law enforcement agency that took the report. Include information on where the badge may have been lost, when it was last seen, where it may have been lost, what steps have been taken to recover the badge, etc. Simply saying that you lost your badge and need a new one is unacceptable.
9. Employee's signature – Digitally sign the form, save the form, and e-mail it to the person listed in block 4.
10. Supervisor's signature – The supervisor digitally signs the form, saves the form, and sends the form to the element HSO.
11. HSO's signature – The HSO (primary or alternate) digitally signs the form, saves the form, and e-mails the form to the [badge office](#).

Once the badge office receives the completed form, it is reviewed for completeness. The individual receives an e-mail from a member of the badge office staff when the replacement badge is ready for issue. While waiting for the replacement badge to be printed, the individual must obtain an employee temporary passage point badge from the receptionist each day to gain access to the building.