



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
KAISERSLAUTERN MILITARY COMMUNITY PROVOST MARSHAL OFFICE
APO AE 09054

IMRP-DES

MEMORANDUM FOR RECORD

SUBJECT: Lost Military ID Card/Installation Pass for (Name):_____.

1. The below named individual has reported to the Military Police Station that his/her (ID Card/Installation Pass) was (Lost/Stolen) and this form is signed by an **E-7** or higher, **GS-9** or higher, or their contract **supervisor**. NOTE: This WILL be reported in the blotter.

PERSON'S INFORMATION		
LAST NAME:		FIRST NAME:
		MIDDLE INIT:
RANK/GRADE:	DoD ID #:	FULL UNIT (DoD Employee) OR PHYSICAL ADDRESS (Dependents):
DATE LOST/STOLEN:	LAST KNOWN LOCATION PRIOR TO LOST/STOLEN:	
SUPERVISOR/SPONSOR'S INFORMATION		
LAST NAME:		FIRST NAME:
		MIDDLE INIT:
RANK/GRADE	DoD ID #:	FULL UNIT AND INSTALLATION/CITY:

2. This form is valid for **2 WORKING DAYS ONLY!** Personnel are reminded that this does not take the place of an Identification Card or Installation Pass in any way. Steps should be taken to replace the lost property as soon as possible.

3. This form is not valid unless it is signed, stamped and given a control number.

4. For any questions contact the MP Desk at DSN 489-7070 or CIV 0631536-7070.

FOR INSTALLATION ACCESS: THIS FORM MUST BE PRESENTED WITH A VALID PICTURE ID/PASSPORT!

CONTROL # _____
EXPIRES ON: _____

(Reporting Persons Signature)

INVALID WITH OUT
PMO STAMP

(Supervisor/Sponsor Printed Name)

(Supervisor/Sponsor Signature & Date)

(Desk Sergeant's Printed Name)

(Desk Sergeant's Signature & Date)