



*City of*  
**Gardena**

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## CITY OF GARDENA IDENTIFICATION CARD Lost/Replacement Application

In cases of damaged card, name change, new picture, or job reclassification requests, you will be required to turn in your most recent active ID card into the Human Resources Office at the time of reissue.

If your ID card should become lost or stolen, immediately report it to your supervisor.

**Name:** \_\_\_\_\_  
Last First Middle

**Department:** \_\_\_\_\_ **ID#** \_\_\_\_\_

**Reason for Replacement:**  
(Check all that apply)

☐ **Lost**                      ☐ **Stolen**                      ☐ **Damaged**                      ☐ **Name Change**

☐ **New Picture**                      ☐ **Job Reclassification - New Title:** \_\_\_\_\_

☐ **Other:** \_\_\_\_\_

*I recognize that all Gardena City ID cards are the property of the City of Gardena and are provided to affiliated persons for appropriate identification use. It is valid so long as I continue my employment/affiliation with the City. Upon separation, the card must be returned to the appropriate department.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please submit your application to your Department Head for approval. After Department Head approval, please submit to the Human Resources Office for processing.

**Approved by:**

**Department Head Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources Office:** \_\_\_\_\_ **Date:** \_\_\_\_\_