STOCKTON
U N I V E R S I T Y

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Human Resources
P: 609.652.4384 • F: 609.626.5573

EMPLOYMENT VERIFICATION FOR LOST OR STOLEN ELECTRONIC ACCESS/IDENTIFICATION CARDS

INSTRUCTIONS:
1. Report your card lost or stolen through get.cbord.com/stockton. *(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-115) with appropriate photo identification.
3. Take the approved form to the Bursar's Office (CC-202) and pay the $25.00 replacement fee.
4. Contact the Lock Shop, ext. 4391, to secure your new ID card.

EMPLOYEE NAME:

IDENTIFICATION NO. (Z Number):

DEPARTMENT/DIVISION:

Did you report your card at get.cbord.com/stockton? ☐ 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 LOCKSHOP:

Date Card Issued: _____/_____/_____   Initials: _____   REV Code: _____

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