

The University of Texas System Police
Replacement of Identification Cards

The University of Texas System, ODOP
210 West 7th Street
Austin, Texas 78701
Office: (512) 499-4680, FAX (512) 499-4684

INSTRUCTIONS for Obtaining a Replacement UT System Police ID card:

Check the box which appropriately describes the reason you need a new ID card, and then follow the directions for that circumstance.

[] My UT System Police ID card is Damaged (has faded, scratched, broken, or is no longer readable).

Please print and sign your name, using the top portion of this form. Then mail your damaged ID card along with the form to UT System Police, Office of the Director of Police, at the above listed address. If you need a new picture for the card, please submit one in JPEG format to ODOP via email (policetraining@utsystem.edu) along with a scanned copy of this form. The ID will not be made or mailed out until the damaged ID card has been received in ODOP.

Print ID Holder's Name | ID Holder's Signature | Date Form Submitted

[] My UT System Police ID card has been lost or stolen.

Fill out the below affidavit, then submit this form to UT System Police, Office of the Director of Police, at the above address. You may also fax or email the form to policetraining@utsystem.edu.

Effective 9/1/15 Section 614.127, Texas Government Code, is amended to read as follows: "LOST OR STOLEN CARDS. If an identification card issued under this subchapter is lost or stolen, the law enforcement agency or other governmental entity that issued the card to the peace officer, reserve law enforcement officer or honorably retired peace officer shall issue a duplicate identification card to the officer if the officer submits an affidavit executed by the officer to the law enforcement agency or other governmental entity stating that the identification was lost or stolen."

AFFIDAVIT:

I, _____, hereby inform The University of Texas System, Office of the Director of Police, that the ID card issued to me by the System has been [] LOST or [] STOLEN and I am requesting a replacement card. I have reported this incident to my immediate supervisor.

Circumstances by which the card was Lost or Stolen: _____

Print ID Holder's Name | ID Holder's Signature | Date of Affidavit

NOTARY:

Sworn to and subscribed before me, this _____ day of _____, _____.

Notary Seal or Stamp:

(Signature of Notary)