




B
16-215
12/9/16

**Incident Reports Regarding Lost ID Consular Cards
and/or Foreign Passports**
(Supersedes DB 16-210)

In order to clarify reporting requirements concerning claims of lost or stolen ID Consular Cards and/or foreign passports, members are hereby advised to:

- (1) Prepare a detailed incident report.
- (2) Include identifying information regarding the reportee/victim. (Members should also state whether a positive identification can be made of the reportee/victim based on the information available).
- (3) Assign the report to the District Station's SIT and fax (415) 553-1136 or forward a copy of the incident report to the Special Investigations Division, HOJ Room #558.

Airport Bureau personnel are to follow Airport Bureau procedure.


TONEY D. CHAPLIN
Interim Chief of Police