



GEORGIA DEPARTMENT OF CORRECTIONS
HUMAN RESOURCES DIVISION
CENTRAL PERSONNEL ADMINISTRATION

NOTICE OF DISCONTINUATION

The individual featured below has discontinued or ceased doing business with the Georgia Department of Corrections. The individual named below did not relinquish his/her official departmental photo identification card at the time of departure. Therefore, note the substitute photo identification in the box below.

(Place drivers license or other photo I.D. here and photocopy before returning photo I.D. to holder)

NAME _____ SSN _____

PHOENIX EMPLOYEE I.D./SCRIBE I.D. _____

HOME ADDRESS _____

CITY/STATE _____ ZIP CODE _____

HOME PHONE _____ WORK PHONE _____

FACILITY/UNIT OF ASSIGNMENT _____

EMPLOYEE JOB TITLE _____

DIVISION _____

CONTRACTOR OR ORGANIZATION REPRESENTED _____

TYPE OF I.D. CARD ORIGINALLY ISSUED (check applicable lines for I.D. card not relinquished)	EMPLOYEE _____
VOLUNTEER _____	CONTRACTOR _____
LOCATOR CARD _____	POLICE POWERS _____

Card Holder Signature

Date

Retention Schedule: Retain permanently in local personnel file. Copy retained for one (1) year in Internal Investigations Section.