

# Instructions for Returning Your ID Badge

## While at BNL:

You may either return your ID badge to the GUV Center, Bldg. 400E in person or via interoffice mail. Office hours are 7 a.m. to 5 p.m. Monday through Friday.

Or you may return your ID badge to the Badging Office, Bldg. 400A in person or via interoffice mail. Office hours are 7:30 a.m. to 4 p.m. Monday through Friday.

There are also drop boxes available. One is in the lobby of Bldg. 400 just outside of the Badging Office. The other is located at the main gate on your way out.

## Away from BNL:

You can simply drop the ID badge in the mail. Postage is guaranteed. The back of your ID badge reads:

*"If found, drop in any mailbox. Postmaster, postage guaranteed. Return to Police Headquarters, Brookhaven National Laboratory, Upton New York 11973. This credential is property of the U.S. Government. The counterfeit, alteration, misuse is a violation of section 499 and 701, title 18, United States Code."*

Or you may put it in an envelope and return to either address below:

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| GUV Center<br>Bldg. 400E<br>Brookhaven National Laboratory<br>PO Box 5000<br>Upton, NY 11973 | Badging Office<br>Bldg. 400A<br>Brookhaven National Laboratory<br>PO Box 5000<br>Upton, NY 11973 |
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If you do decide to return via mail, please be sure to send an email to [guvcenter@bnl.gov](mailto:guvcenter@bnl.gov) alerting us of the return.