Retirement Plaque Request Form

Fill out a separate form for each plaque requested. Work will begin when your request form is received. Please allow two weeks for completion of the plaque. Return form to Retirement Plaque Coordinator, Mailstop 77R0125 or email credding@lbl.gov. The retirement plaque is a benefit paid for by Lawrence Berkeley Lab and for official retirees only, not for resignations.

Please Print Clearly

Requester’s Name:_______________________________ Extension:_______________
Mail Stop: ________________ Today’s date:__________________
With Frame _____ Without Frame_____ Date Needed: ________________________

Full name as it is to appear on plaque:________________________________________
Number of years employed at Lab:______________
Beginning and ending dates of employment: ____________________________________

SEE FORMAT PAGE FOR SAMPLE FORMATS

Choose a format: (Actual Size 5" x 3")

#1_____ Beginning & Ending Years
#2_____ Ending Year
#3_____ Beginning & Ending Dates