

How to Report a Stolen or Lost Computer Equipment

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Follow these instructions to report a lost or stolen UBC asset piece of computer equipment.

Requirements:

How do I handle a report of stolen/missing computer equipment?

1. **Stolen** equipment must be reported to RCMP first. A police file number is required. Please note the Constables name if provided.
2. Campus Security Dispatch to be contacted at 250-807-9236 to create a lost or **stolen** report. Campus Security requires any details on how it was lost or **stolen**. Also required are; equipment model serial number, encrypted, password protected, what if any UBC work data or personal information. Police file number and Constable name should also be provided to Campus Security.
3. Ticket submitted with IT.

Instructions:

If you are unsure of your equipment asset number or serial number please contact UBCO IT by calling our service desk or submitting a ticket. An IT technician can work with you to provide the information

 For more information or assistance, please contact the [IT Services Service Desk](#) - 250.807.9000 or 855.807.9001.

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