

## How to Obtain a Replacement ID Card

Please send an email to <u>VolunteerServices@longwoodgardens.org</u> requesting a new card. A new card will be mailed to you. Allow 3 to 5 business days for your request to be processed.

Please note that as a safety measure, the lost (or damaged) card will be deactivated in the Longwood system and will no longer work at points of sale.

If you prefer to call, the number is 610-388-5405. Please speak your name clearly and spell your last name. Please also leave a phone number where you can be reached during business hours.

