

## KEY REQUEST FORM

*Directions: Complete this form and return to Public Safety.*

<b>Designated Departmental Key Requestor</b> (Please Print and Signature)	Type:  Sign:
<b>Name of requesting party</b> (Please Print)	
<b>Date submitted</b> (key requests must be submitted and given at least two weeks for completion)	
<b>Campus</b>	
<b>Building and Office Number</b>	
<b>Core Mark</b> (If known)	
<b>Key Request</b>	Original <small>(FIRST TIME)</small> request <b>yes</b> <b>no</b> Replacement Request <small>(LOST/STOLEN OR BROKEN)</small> <b>yes</b> <b>no</b>
<b>Replacement request</b> (Lost, stolen or broken key)	
<b>Number of keys requested</b> (if multiple keys are required)	
<b>Additional Information</b>	
<b>Authorizing Vice President</b> (Print and sign)	Type:  Sign:
<b>Date</b>	

**Authorized Departmental Key Requesters will:**

1. Keys issued are the requestor's responsibility to safeguard at all times.
2. Turn in all defective and outdated keys to the Public Safety Department.
3. The key recipient must pick up and sign an acknowledgement when accepting the requested key. Key recipients are required to pick up all keys at the Public Safety Office at 2 Agassiz.
4. Keys not picked up within 2 weeks of the notification date will be destroyed and paperwork will need to be resubmitted.
5. Personal locks are not permitted. Any personal locks found on College equipment will be removed and destroyed.
6. All key requests are to be approved and signed for by the divisional vice president.

*\* In the event of lost or stolen keys, Public Safety should be notified immediately and an incident report will be filed.*

Date received by PS: \_\_\_\_\_

Date of notification: \_\_\_\_\_

Actual core mark: \_\_\_\_\_