

Key Request

Fill in the requested information, print and obtain authorized approving official's signature. Bring the signed form and your OneCard to Facilities Services. The form must be completed on your computer, **HAND WRITTEN FORMS WILL NOT BE ACCEPTED.**

Requester Status*

- Contractor
 Faculty
 Staff
 Student

Requester Name*

Employee ID*

(Not Social Security)

Must be numeric. Any text other than numbers will change to zeros.

Department*

Dept Speedtype or Chartstring*

Department
Approval

Key(s) Requested*

| Building | Room# | Type of Key | Expiration Date for Students, Short Term Faculty, and Contractors | Initial after key is received |
|----------|-------|-------------|---|-------------------------------|
| | | | <input type="text"/> | |
| | | | <input type="text"/> | |
| | | | <input type="text"/> | |
| | | | <input type="text"/> | |
| | | | <input type="text"/> | |

Requester has read and agreed to the University key [policy](#) and [procedure](#)*

Email of Approving Official*

Name of Approving Official*

Approving Official has read and agreed to the University key [policy](#) and [procedure](#)*

Signature of Approving Official* _____

Date _____

If key requested is a Master Key, Submaster Key or Gate Access Card, signature approval from Dean or Vice-President with authority over the designated space is mandatory (in addition to obtaining the approving official's signature). These keys are also subject to Facilities Services approval.

Name of Dean/Vice-President

Dean/Vice-President has read and agreed to the University key [policy](#) and [procedure](#)

Signature of Dean/Vice-President _____

Date _____

*Required Fields