

## APPENDIX A

### **KEY REQUEST FORM (2025)**

**STATUS:** ☐ Student ☐ Temporary Faculty ☐ Full Time Faculty  
☐ Contractor ☐ Temporary Staff ☐ Full Time Staff

**End Date:** \_\_\_\_\_

KEY # (Locksmith Only)	Building	Room Number
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## Key Holder

<b>Name:</b>	Last	First	MI.	UIN# (circle one) Faculty/Staff or Student K#
<b>(Print Only)</b>	<hr/>			<hr/>
	Title			Requesting Dept / Phone / Fax

Title

Printed Name of Chair / Department Head

**Requestor:**  
(Required)

Signature of Chair / Dept Head

Date

**Master Key(s) Only Authorized by Chief of Police/Director of Public Safety**

**Approved by:** \_\_\_\_\_

Chief of Police/Director of Public Safety

Date \_\_\_\_\_

**Key Holder:** I am the person who will be using this key(s) and am responsible for seeing that it is returned to Locksmiths/UPD when my responsibilities no longer require this access or when my enrollment/employment is terminated, whichever is sooner. If I do not return this key(s), my signature authorizes the university to initiate an automatic payroll deduction for replacement, to place a hold on State financial transactions, or to place a hold on my graduation diploma and/or transcripts.

**Key picked up by:**

(Signature - to be signed when key is picked up)

(Date)

**Issued by:**

**RETURN KEY TO Locksmith/UPD**

**Key returned by:**

(Signature of Person returning key)

(Date)

**Accepted by:**

(Signature of Police department Personnel)

(Date)

**READ & INITIAL THAT YOU ACKNOWLEDGE THE FOLLOWING**

### TO OBTAIN A KEY(s)

1. Each key(s) must be requested on a separate **Key(s) Request Form.**
  2. Get Department head/Chair authorization and signature.

**Initial:** \_\_\_\_\_

  4. Chief of Police/Director of Public Safety will authorize Locksmith to make a key(s) upon receipt of properly filled out key(s) request.
  5. Requestor will be notified when key(s) is ready for issue. Key(s) will be ready within **5 WORKING DAYS**. University Police Chief/ **Director of Public Safety will sign all approvals (requires additional time) for issuance of Master Key(s).**
  6. Person being issued key(s) **MUST** present themselves to the Police department with **CURRENT UNIVERSITY IDENTIFICATION** and sign upon receipt.
  7. Key(s) must be picked up within **10 BUSINESS DAYS UPON NOTIFICATION**. *Key(s) are put back into key(s) inventory if not picked up within 30 business days.*
  8. After 10 business days a **NEW key(s) request** will need to be submitted if key(s) is still needed.

**Initial:** \_\_\_\_\_

Initial: \_\_\_\_\_

## TO RETURN A KEY(s)

1. When the Key Holder no longer needs the key(s) return the key(s) back to University Police Department Office. *Only the University Police Chief is authorized to issue or transfer keys.* **WITH PROPER PAPERWORK**
2. The person who accepts the key(s) in the Police Department Office will sign electronically verifying key(s) has been returned.
3. The locksmith **upon request**, will provide copy of the **Key(s) Request Form**, with return signatures to person turning in key(s), or email copy to responsible department or individual.
4. Lost key(s)-Individual losing key(s) or department shall be charged for replacement and for other affected key(s) and door locks.

Initial: \_\_\_\_\_