

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

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

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.