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Public Safety Division, Key Control Office
 Department of Police and Public Safety, GMU

Key Transfer

Previous Key Holder		New Key Holder	
Last Name		Last Name	
First Name		First Name	
Position Title		Position Title	
G#		G#	
Phone #		Phone #	
Department		Department	
Supervisor		Supervisor	
Dean and/or Department Head		Dean and/or Department Head	
Org #		Org #	

Reason for Key Transfer:

- New Staff Member
 New Space Assignment
 New Responsibilities
 Replace Defective Key
 Replace Lost Key
 Other: _____

Key Serial Number(s) Transferred (to be found on key(s))	Building	Room Number (s)	New Key holder's Initial upon receipt
*Attach additional paper if more space is needed.			

I, _____ (Print Name of Previous Key Holder), understand that I am no longer the designated key holder for the keys listed. I agree to transfer the key(s) to _____ (Print Name of New Key Holder).

 Signature of Previous Key Holder

 Date

I, _____ (Print Name of New Key Holder), understand that I am being entrusted with university key(s). I understand that I am held responsible for the key(s) issued to me. I agree to not transfer any key(s) issued to me to any other employee, faculty member, staff member, student, or personnel. I agree that upon my separation from my position, I will return the key(s) issued to me directly to the Key Control Office.

 Signature of New Key Holder

 Date

I, _____ (Print Name), the Authorizing Agent (click to see the Authorizing Agent list), approve of the stated transfer of the listed key(s) above. I understand that I am responsible for all the keys issued to and disseminated within my department. The proper management and distribution of internal keys will ensure the safety and security of the university. I understand that I am subject to key inventory audits and must comply with annual audits. I understand that fees may apply for any unreturned, lost, or stolen keys issued to my department.

 Signature of Authorizing Agent or Delegate

 Date

****For administrative and academic buildings, email requests to keys@gmu.edu. For housing and residents life buildings, email hrlock@gmu.edu.**