



Arlington: (703) 993-8207
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 keys@gmu.edu / hrlock@gmu.edu **
 MSN 2A8

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

Lost Key Report

Date: _____

Report #: _____

Notice: All keys issued are to be returned directly to the Key Control Office to ensure campus safety. Fees will apply for unreturned, lost, or stolen keys with additional cost from re-keying the locks. If you would like to replace the lost key, please fill out a new Key Request Form.

Key Holder Information:

Last Name :		First Name :	
Department :		Org. No. :	
G No. :		Work Title :	
Email Address :		Phone No. :	
Supervisor :		Department Head or Dean Name :	

Key Information:

Building :		Room Number :	
Date Key Was Lost :		Key Code (for Key Control use) :	
Stolen? (Yes/No) :		Police Case Number :	
Location Key was lost :			
Other Information:			

 Name of Key Holder

 Signature of Key Holder

 Date

 Name of Key Authorizing Agent or Delegate

 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.**