Arlington: (703) 993-8207
Fairfax: (703) 993-2823   Public Safety Division, Key Control Office
Sci & Tech: (703) 993-8369   Department of Police and Public Safety, GMU
keys@gmu.edu / hrllock@gmu.edu **
MSN 2A8

Lost Key Report

Report #: _____   **Date:** _____

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 :**
Department Billing Representative:	**Department Billing Representative Email:**

Key Information:

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

_____
Name of Key Holder

_____   _____
Signature of Key Holder   Date

I,_____(Print Name), the Authorizing Agent (click to see the Authorizing Agent list), 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 will apply for unreturned, or lost keys with additional cost from re-keying the locks.

_____   _____
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 hrllock@gmu.edu.