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

## Key Request

Notice: All keys issued are to be returned directly to the Key Control Office to ensure campus safety. The transfer of keys between employees should be reported to our office, with a Key Transfer Form. The copying of university keys is prohibited per Virginia Law Code 18.2-503 and University Policy 48.

<b>Last Name :</b>		<b>First Name :</b>	
<b>Department :</b>		<b>Org. No. :</b>	
<b>G No. :</b>		<b>Work Title :</b>	
<b>Email Address :</b>		<b>Phone No. :</b>	
<b>Supervisor :</b>		<b>Department Head or Dean Name :</b>	
<b>Department Billing Representative:</b>		<b>Department Billing Representative Email:</b>	
<b>Reason for Key Request:</b>			
<input type="checkbox"/> New Staff Member <input type="checkbox"/> New Space Assignment <input type="checkbox"/> Replace Defective Key <input type="checkbox"/> Lock Change <input type="checkbox"/> Replace Lost Key <input type="checkbox"/> Other: _____			

I, \_\_\_\_\_ (Print Name), 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 share any key(s) issued to me to any other employee, faculty member, staff member, or student. I agree that upon my separation from the university, I will return the key(s) issued to me directly to the Key Control Office.

_____ Signature of Key Requestor		_____ Date	
Building	Room Number(s)	Key Serial Number(s) Issued (for Key Control staff use)	Initial upon receipt
*Attach additional paper if more space is needed.			

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	
<b>Restricted Key Issuance</b>			
Certain keys are restricted such as exterior and master keys. Restricted keys will be issued only upon the recommendation of the respective Dean or Department Head and the approval of the Chief of Police. A clear justification of need must be attached.			
_____ Name of Dean and/or Department Head		_____ Name of Chief of Police	
_____ Signature of Dean and/or Department Head		_____ Signature of Chief of Police	

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