

## 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.

<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>

**Reason for Key Request:**

- |   |   |  |
|---|---|--|
| <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"/> Dept. Activity: _____ |

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 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 Dean and/or Department Head, 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 Dean and/or Department Head Date

<b>Exterior Building Key Request</b>	
Exterior Building 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.	
_____ Dean and/or Department Head	_____ Chief of Police