



Arlington: (703) 993-8207
 Fairfax: (703) 993-2823
 Sci & Tech: (703) 993-8369
 MSN 2A8 / keys@gmu.edu

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

Signature Card for Key Authorization

The below named Dean and or Department Head will be the Authorizing Agent for key dissemination for the listed departments and/or activities. The Authorizing agent may choose to pass signature authority to a delegate, such as a director or a department chair. The Key Control Office will recognize only this signature of the Authorizing Agent or that of the delegate on the Key Request Form. The Authorizing Agent will be held responsible for all the keys issued to and disseminated from his/her signature approval. The proper management and distribution of internal keys will ensure the safety and security of the university. The Authorizing Agent will be subject to key inventory audits of his/her unit(s). *Fees will apply for unreturned, or lost keys with additional costs from technicians re-keying the lock(s).*

Select One: <input type="checkbox"/> Replace Authorizing Agent and/or Delegate <input type="checkbox"/> Replace Key Control Liaison <input type="checkbox"/> Keep existing card on file NOTE: Signature Cards are subject to annual renewal.
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Effective Date:	
Department / Org. Name :	
Name of Authorizing Agent :	
Signature of Authorizing Agent :	
Title of Authorizing Agent:	
Fund/Org. No. :	
G No. :	
Phone Number :	
Email Address:	
*Key Control Liaison Name/Email:	

The Authorizing Agent will be responsible for the following departments and/or activities:

Department /Activity/Space	Fund/Org. Number

Delegate information if any:

Name :	
Signature :	
Title :	
Email Address :	
Phone Number :	

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