



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

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

Door Information Request

Notice: The information requested will be emailed to the email provided on the form below. Authorizing Agent or Delegate approval must be given before any information is released. A clear reason for request must be provided. The information provided reflects only what has been reported back to our Key Control Office; thus may not be accurate or up to date.

Requestor Information:

Last Name :		First Name :	
Department :		Org. No. :	
G No. :		Work Title :	
Email Address :		Phone No. :	
Supervisor :		Department Head or Dean Name :	
Type of information requested:			
<input type="checkbox"/> Number of key holders to door <input type="checkbox"/> List of Key Holders names to door <input type="checkbox"/> List of lost keys to door <input type="checkbox"/> Other: _____			
Reason for Request:			

Door Information:

Building	Door Number	Are you a key holder?(Y/N)

I, _____ (Print Name), the Authorizing Agent (click to see the [Authorizing Agent list](#)), approve of the requested information to be released to the requestor named above . I 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

Note: 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.

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