

KEY REQUEST FORM

UNIVERSITY OF NEW HAVEN

DIRECTIONS:

1. Person responsible for and using key(s) should complete this form and submit it to the Dean, Director or Chairperson they report to.
2. If a request is approved, The Dean, Director or Chairperson should sign the request and submit it to the University Police Department for processing.
3. The person signing for the key(s) will be notified when ready and will be asked to sign when issued at the University Police Department.

NOTE:

1. Key(s) will only be issued when there is a demonstrated need.
2. Building Masters/GM's will require approval of the Associate Vice President of Public Safety & Administrative Services or the Chief of Police.
3. Lost or Stolen keys are to **IMMEDIATELY** be reported to the University Police Department.
4. All keys issued are the responsibility of the employee signing below and will be turned in to the University Police Department upon termination of employment.
5. Keys will only be released to the person named below with proof of ID upon receipt.
6. **DO NOT SWAP OR EXCHANGE KEYS**-This is against University policy.

KEY REQUEST			
Date Requested		Department	
<u>PLEASE PRINT</u> Employee Name			
E-Mail Address		Employee Phone	

KEYS REQUESTED					
Keys Requested					
Reason for Request					

APPROVAL			
<u>PLEASE PRINT</u> Dean, Director, Chairperson, VP		SIGNATURE Dean, Director, Chairperson, VP	

KEY(s) RECEIVED	
BY SIGNING THIS I AM VERIFYING THAT I HAVE RECEIVED THE KEYS LISTED ABOVE, AND THAT UPON TERMINATION FROM THE UNIVERSITY OF NEW HAVEN , I WILL TURN THE KEYS IN TO THE UNIVERSITY POLICE DEPARTMENT	
Date Received	SIGNATURE

