

LOCK AND KEY REQUEST FORM

- Door Key
 Door Lock
 Furniture Key
 Furniture Lock
 Employee
 Contractor
 Other

For Office Use Only

Office or Furniture Key No.:	Date Requested:	Date Due:	✓	Yes	NO
	Date Issued/Installed	Issued/Installed By:	New Issue		
* Explain Reason For Replacement:			Replacement*		

ALL INFORMATION MUST BE COMPLETED OR KEY WILL NOT BE ISSUED				(Please Print or Type Only)	
1. Name (Last, First, M.I.):		Requestor's Position Title:			
5 Your Address, (Not the Location of the Lock:) Check <input checked="" type="checkbox"/> <input type="checkbox"/> UCP3 <input type="checkbox"/> ROB3 <input type="checkbox"/> FB6 <input type="checkbox"/> Fill in your actual Location:					
Your Street:		City:	State:	Zip Code:	
6. Agency / Vendor (FSA, ED, GSA, Company Name):				9. Office Telephone:	
10. Justification if a Security or Controlled Area:					
Approvals	Please Print Name	Telephone Number	Signature		
All Keys Issued: Supervisor's Signature & Date					
Security Area and/or Master Key Approval	Please Print Name	Telephone Number	Signature		
Area Manager's Signature & Date					
Security Managers Signature & Date					

Record of Receipt and Acknowledgment:

I acknowledge that the door and/or furniture key are government property. I understand that I am responsible for the safekeeping of the key issued to me and that I must report any misuse or lose of the key immediately to my supervisor and to the security department.	
Signed:	Date:

Returning Keys: The key numbered above has been returned to:		<input type="checkbox"/> Relocation: <input type="checkbox"/> Upon Departure	
Receipt:	Signed		Date
Supervisor/Manager:			
Human Resource:			
Security Representative:			

Instructions:

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- Requester will fill out this form. When approved by the supervisor the form will be given to the security office on the first floor of UCP3.
- For contractors, the task supervisor is the approval authority for normal office and furniture keys requests.
- The Area manager and Security Director's approval is required for each security area key requested.
- Keys will only be issued by the security department.
- When the key is issued, the requester will sign for receipt of the Key and a copy of this form will be sent to the requestor's HR file by security.
- When departing the organization or an internal move occurs the key will be turned in to the supervisor or HR department. The Supervisor or HR representative will sign the receipt section of the form and give a copy to the requestor returning the key and the original form will be delivered to the FSA Security Office.