

KEY AUTHORIZATION FORM

Key Holder Information

Check Appropriate Box: Key Request Key Return Key Re-Assign

Date:	Complete for Key Re-Assign Only
Key Holder Name/Title:	Key Holder Name:
Department:	Department:
Building/Room:	Building/Room:
Campus Phone Number:	Campus Phone Number:

Approval Signatures

Employee (Signature)	Employee (Print Name)
Department Chair (Signature)	Department Chair (Print Name)
Dean/Director (Signature)	Dean/Director (Print Name)

TO BE COMPLETED BY KEY HOLDER (One Key Per Person Per Room)			FOR LOCKSMITH STAFF ONLY		
Quantity	Room #	Building	Hook #	Key Code	Signature

IMPORTANT POLICY STATEMENT:

- Complete form, obtain signatures. Attached completed form to the electronic work order request.
[Key Request](#)
- CONFIRMATION will be sent via email for receipt of key request and NOTIFICATION via email to pick up key(s).
- Key holder must pick up key(s) and bring picture identification. If someone pickup key(s) on behalf of key holder, the person must have an original signed memo from the department chair/director approving the key pickup.
- No students are allowed to pick up keys; however, this does not include student employees.
- Key(s) can be picked up at Locksmith Office located in the Physical Plant 1110 Martin Luther King Jr. Dr.
- Key(s) not picked up within 30 days will be returned to the locksmiths.
- Key holder must return key(s) to Locksmith on request or termination.
- Fayetteville State University key(s) are not to be duplicated.
- Both parties must be present to complete key re-assignment

PLEASE ALLOW 4 TO 5 DAYS TO PROCESS KEY REQUEST

Locksmith Contacts: Ervin Murphy (910) 672-2311

If unable to contact locksmith office pleased contact our customer service center at (910) 672-2411