

## **Key Request Instructions**

***Only original forms will be processed. No photocopies or faxes will be accepted.***

### **How to fill out the key request form:**

#### **SECTION 1: REQUESTOR**

The key requestor must complete this section by clearly printing the required information. This information pertains strictly to the requestor and not the key. "Department" refers to the requestor's primary area, "Room" and "Phone" are the address and local where the requestor can be reached. The status of the requestor must be checked in the appropriate box. **The requestor must sign in this section.**

#### **SECTION 2: KEY REQUESTED AND RECEIVED**

This form provides for one key to be requested. The information about the requested key must be completed in the provided subsection. Please write very carefully in this section. Any correction(s) will invalidate the request. **The requestor must present his/her valid Concordia picture I.D. Card when picking up the key.** Only the person whose name appears on the top of the key request form can pick up the key.

#### **SECTION 3: DEPARTMENT AUTHORIZATION**

Department authorization is necessary for all key requests. This section must be completed by the authorized individual within the department. **The authorized person must date and sign the form in this section.** Please note a department cannot authorize key requests for area outside its jurisdiction.

***IMPORTANT: No requestor can authorize their own key request(s). The authorizer cannot be the requestor at the same time.***

***Note: Key request forms are ONLY available at the bookstore.***

For assistance, you may contact the Key Control Service Assistant at ext. 4842.