Univeristy of West Georgia
University Police / Locksmith Services
Key Issue Form

General Information

Date: ________________

Key Holder Name: ________________________________________________

Department: ______________________ Phone: ______________________

Type of Request: (Check only one)  □ Key Issue  □ Key Return

Location: (Buildings) ______________________________________________

______________________________________________

______________________________________________

Room#  Qty:  Code  Room#  Qty:  Code

____  ____  ____  ____  ____  ____  ____  ____  ____

____  ____  ____  ____  ____  ____  ____  ____  ____

____  ____  ____  ____  ____  ____  ____  ____  ____

Authorized Signature: ____________________________________________ (Person Issuing Keys)
Printed Name: ____________________________________________________

General Policy:

Members of the Faculty, Staff, Students and Non-College Employees  WHO HAVE BEEN ISSUED KEYS must
agree not to loan, duplicate, or give these key(s) to anyone for any reason. Violation may cause disciplinary
action up to termination from employment and re-imbursement for ALL associated costs. All costs
associated with lost keys are the responsibility of the individual and/or Department.

All lost keys must be reported to the University of West Georgia Police (678) 839-6000 immediately.

I have read the for guidelines about issued keys

Received Signature: ______________________________________________
Printed: ______________________________________________________