

# University of West Georgia University Police / Locksmith Services Key Request Form

(One request form per building please)

**Instructions:**

1. Complete form with correct information (Incomplete forms will not be processed.)
2. Print Form
3. Sign form with authorized signature (Costs of 750.00 or more must be signed by Director or Dean).
4. Mail to University Police Department C/O Brad Thronton

**General Information**

Date: \_\_\_\_\_

Key Holder Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Account Number: \_\_\_\_\_

**Type of Request:**       Key Replacement  
                                  Lock Change

**Location:** (Building) \_\_\_\_\_

Room#	Qty:	Cost:	Room#	Qty:	Cost:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____

**Authorized Signature:** \_\_\_\_\_ (Director or Dean if costs are above \$750.00)

**General Policy:**

- *Members of the Faculty, Staff, Students and Non-College Employees **WHO HAVE KEYS** must agree, by signing a key issue form not to loan, give these keys to anyone for any reason, or have them duplicated.*
- ***All costs** associated with lost keys are the responsibility of the individual and or Department.*

**DO NOT WRITE BELOW THIS LINE**

---

Request Received \_\_\_\_\_

Date Completed: \_\_\_\_\_

Cost: \_\_\_\_\_

Locksmith \_\_\_\_\_ Date \_\_\_\_\_