

Metal KEY REQUEST FORM

Mail To: security.central@seattlecolleges.edu
(206-934-5442)

Requests must be made by Division/Department Head or official metal key delegate, as well as, metal key pick up.

Name of person key will be issued to:

This key is a (select one):

New Key

Modification/New Lock

Replacement *reason:*

Employee Info:

EMPL ID:

(If EMPL ID is not available, please submit the request and provide it later)

Employee Type:

Personal Office Number:

Permanent

Temporary (*If temporary, please choose end date*)

Metal Key Info:

This key will be for building (s):

This key is for room (s):

What type of key is this?

Notes:

(Precision access here)

Request Made By:

Dept/Div:

Dept./Div Signature: _____ Date: _____

Director of Security Signature: _____ Date: _____

Facilities/Locksmith Signature: _____ Date: _____

FOR OFFICAL USE ONLY

Metal Key Made:

Delivered Date:

Hook Number:

Return Date of Metal Key (employee *termination*):