



KEY REQUEST FORM

<i>(Please Print)</i> LAST NAME:	FIRST NAME:	UH ID or last 4 digits of SSN:	CONTACT PHONE:
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DEPARTMENT/PROGRAM:	NAME/TITLE:	APPROVING AUTHORITY CONTACT PHONE:
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The Security Lock and Key Policy require written authorization for each key issued for facilities. To obtain key(s):

- 1) Determine which building, room and/or doors to which you need access.
- 2) Obtain written authorization from appropriate authority listed in Key Authorization Master List.
- 3) Submit this completed form to POM. If key is for an Upper Campus facility, POM will forward this approved form to UHH Auxiliary Services.
- 4) You will be contacted when key(s) are ready for pickup – **your signature and photo ID are required.**
- 5) After usage, **return key(s) by date specified** to respective office from which you picked up keys: HawCC POM or UHH Auxiliary Services.

An annual review will update costs. Currently replacement keys: \$10 each; rekeying locks: \$50 each; replacing door hardware, locks, and keys: \$400 each; replacing padlocks: \$25 each.

Input "Return By" date if you only need the key for a known time; otherwise input "Indefinitely"		Signature of Approving Authority	Signature of Requestor	Date key is received	OFFICIAL USE ONLY			
BLDG/ROOM/DOOR	RETURN BY DATE	APPROVING AUTHORITY SIGNATURE	RECEIPT SIGNATURE	DATE SIGNED	KEY #	KEY CODE	ISSUE DATE	RETURN DATE

Special Comments:

You may save this form with a new name to your hard drive and email to your supervisor for his/her signature. Forward this form to Planning, Operations and Maintenance after the approving authority has signed. Call 934-2754 if you have any questions.