

Last Name: _____

Key Request Faculty/Staff

Choose one only:

- Personal office key(s)
- Department use/keyset



Department of Campus Safety

General Information

E Number: _____ Adjunct Professor: Date: _____

First Name: _____ Last Name: _____

Department: _____ Title: _____

Contact Information

Phone Number: _____ Email: _____ Office: _____

Key Information

Master keys are not issued without special authorization.

Building Name/Facility	Room Number

Supervisor: _____

Signature Print Name

For security and employee/student privacy reasons, master keys will not be issued to employees without special authorization from the University administration.

University Key Policy

Concordia University Irvine strives to provide a safe and secure environment. Your proper use and handling of assigned University keys and proximity access cards will help to maintain a secure campus environment. All keys and proximity access cards are University property and loaned to you during your time of employment.

- The signatory is personally accountable for all University keys and/or proximity access cards issued to him/her.
- When the signatory no longer needs University key(s) and/or proximity access card, it is his/her responsibility to see that the key(s) and/or card are returned to HR or the Department of Campus Safety.
- University key(s) or proximity access cards may not be reproduced, exchanged, or loaned.
- Lost or stolen key(s) or proximity access cards must be reported to the Department of Campus Safety immediately.
- Loss of issued key(s) or proximity access cards may result in a replacement fee or the cost to rekey affected doors.

Upon receiving your keys and agreeing to the above University Key Policy, please sign below

Signature: _____ Date: _____

Please return completed application to Campus Safety in the Administration building suite 103.

Office Use Only

Authorizing Campus Safety Signature: _____

Received on: _____ By: _____

Building Name	Room Number	Key Code	Proximity #