



Key Request Form

Please complete the information below. Incomplete forms will not be accepted.

Requestor's Printed Name: _____

Department: _____ Position: _____

Classification: Administrator Full-time Faculty
 Adjunct Faculty Full-time Staff
 Part-time Staff Other: _____

Building: Dickinson Building Kluge-Moses Building
 Main Building Stultz Center
 Other: _____

Is Main Building Door access needed: Yes No

Access is needed for the following rooms: _____

Special Access Needed: _____

Justification: New Employee Lost Key
 Moving Other: _____

Authorized By: _____ Date: _____
Division Dean or Responsible Supervisor

Virginia State Code Section 18.2-503
Possession or Duplication of Certain Keys

- (a) No person shall knowingly possess any key to the lock of any building or other property owned by the Commonwealth of Virginia, or a department, division or agency thereof, without receiving permission from a person duly authorized to give such permission to possess such key.
- (b) No person, without receiving permission from a person duly authorized to give such permission shall knowingly duplicate, copy, or make a facsimile of any key to a lock of a building or other property owned by the Commonwealth of Virginia, or a department, division, or agency thereof. Violation of this section shall constitute a Class 3 misdemeanor. (Code 1950, Subsection 19.1-408; 1972, c. 139; 1975, cc. 14, 15)

I understand these keys are NOT to be DUPLICATED and MUST NOT BE LOANED to anyone. Prior to termination and receipt of their final paycheck, all employees will return all building and office keys for which they are responsible to the Security Office. A charge of \$5.00 per standard key and \$25.00 per electronic key will be levied for replacement of lost keys and for each key that is not returned or for which proper accounting has not been made. The assignee agrees that he/she understands that the keys entrusted to them are ultimately their responsibility and should be treated as such.

Key Issued: _____ Date: _____

Requestor's Signature: _____ Security Officer: _____

For Office Use Only

Date Issued: _____ Officer: _____