



KEY REQUEST

**Keys will be issued by the UNM-Valencia Campus Police only.
Incomplete Key Request form will not be accepted.**

Name: _____ UNM Banner ID # _____ Date of Request: ___/___/___
(Print Legibly)

Department: _____ Tel. _____ Email _____
Full Time Part Time Temp Contract

Key(s) Requested:

Building Name	Room No.	Building Name	Room No.

Department Head/Coordinator: _____
Print Name Signature

Telephone: _____

Approved By: _____
Director of Business Operations (Print) Signature

Lost/Stolen keys: Lost/Stolen keys must be reported IMMEDIATELY to the UNM-Valencia Police and the appropriate Dean, Director, or Chair. Replacement of a lost/stolen key will require a new key request and authorization by the Department Head, a paid receipt for the key(s), or a Police Report. Key holders will be required to pay a replacement fee for lost keys, and if necessary, the cost for a change of the core(s). The lost key charge is \$10/key for general keys and \$25/key for sub and master keys. The fee will be paid in the Cashier's Office and the paid receipt must be submitted to Campus Police. If the lost key is later found, it must be returned to Campus Police. A refund will be issued if the key is found and returned within 12 months of original report of loss date, unless cores have been changed or other costs have been incurred.

I have read and agree to the policy. I will return the issued key(s) to the Valencia Campus Police Department upon the end of my employment at Valencia Campus.

_____ / ___/___
Sign at time key is issued. Date

POLICE USE ONLY BELOW THIS LINE

Keys Issued				Keys Returned			
Date Issued	Key #	Hook #	By (Initials)	Date Returned	Key #	Hook #	Received By

