

George Mason University Police Department

Request for Key Issuance

DATE: _____

Keys To Be Issued To:

Last Name

First Name

M.I.

GMU "G" ID Number _____

Office Telephone Number _____

Department or Activity

Billing Account Number

Full Time Staff

Part Time Staff

Faculty

Other _____ (Specify)

Reason For Key Request:

New Staff Member

Replace Defective Key

Date Issued

New Space Assignment

Lock Change

Replace Lost Key

Other _____

Building Name _____

Room Number(s) _____

Print Full Name of Authorizing Agent and Authorizing Department

Authorizing Agent Signature

Received by

Authorization for Exterior Keys

Building Exterior keys will be issued only upon the recommendation of the respective Dean or Vice President and the approval of the Director of Physical Security
Justification of need must be attached.

Respective Dean or Vice President

Date

Director of Physical Security

Date