Lock Haven University
Key/Access Card Request Form

1. Complete Form
2. Obtain Proper Signatures
3. Send to Facilities (scan or fax to 2788) and IT (scan or fax to 2484)
4. Facilities will contact you when key(s) are ready for pick up.
   Only requester can sign for key(s)

PART I - Request Form:
Requester Name ___________________________ Date of Request ________________________
Department ___________________________ Current LHU Address ________________________
Office Phone ___________________________ Cell Phone ________________________________
LHU Employee ID # ___________________________ Contractor Name ID ___________________________ or Non LHU Driver’s License # ________________________________

Keys Needed for the Following Locations: ________________________________
Reason for Request ________________________________
Check here if you need an Access Card (ID Swipe Card) __________. These cards are available at the LHU University Bookstore in the PUB.

PART II - Approvals:
Requester Signature ___________________________ Authorizing Official’s Name (print) ___________________________ Signature ________________________________

* Level of Approval Required:
Grand Masters – University President; Building Sub-masters (for a set of buildings) – Vice Presidents; Room Sub-masters (for a set of rooms within a building) – Deans and Directors; Individual building or room key – Department Authorizing Authority.

Part III – Acceptance and Pick Up:
I accept custody of this/these key(s)/access card and agree to abide by the terms and conditions itemized below:

- I will immediately report lost or stolen keys/access card to the Facilities Department, Public Safety and the Authorizing Authority;
- I am aware that duplication/alteration of any University issued key/access card is strictly forbidden under the Key and Lock Policy;
- I will safeguard this key/access card at all times and not loan this key/access card to unauthorized individuals;
- I will only use this key/access card for access to areas where I have official responsibilities;
- When a key is no longer needed, I will return it to the Facilities Department for reissue or destruction; and
- I understand that a fee may be charged or pay may be withheld for lost keys/access cards or keys not returned upon separation or change in position.

Signature of Requester ___________________________ Date ____________________

Part IV – Facilities Department Information: Work Order # ________________________________

