

# 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 Chief of the University Police.  
Justification of need must be attached.

**Respective Dean or Vice President**

**Date**

**Chief of University Police**

**Date**