

# 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**