



Key Request Form

Do not use this form for fob or prox card requests.

Key Holder Information

Print Name (Last, First M.I.)	Work or Office Phone Number	WCC ID
_____	(____) ____ - ____	@_____
Job Title	Department	Employment
_____	_____	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time
		Assigned Office

Key Request

Justification <input type="checkbox"/> New Employee <input type="checkbox"/> Office Move <input type="checkbox"/> Position Change <input type="checkbox"/> Lost Key <input type="checkbox"/> Other:			
Key Type	Building	Room #	Description of key or area where access is needed.
<input type="checkbox"/> Room Key <input type="checkbox"/> Cabinet/Desk Key <input type="checkbox"/> Master Key <input type="checkbox"/> Other	_____	_____	_____
<input type="checkbox"/> Room Key <input type="checkbox"/> Cabinet/Desk Key <input type="checkbox"/> Master Key <input type="checkbox"/> Other	_____	_____	_____
<input type="checkbox"/> Room Key <input type="checkbox"/> Cabinet/Desk Key <input type="checkbox"/> Master Key <input type="checkbox"/> Other	_____	_____	_____

Key Requestor Information – The Requestor must be a manager or above.

Print Name (Last, First M.I.)	Work or Office Phone Number	WCC ID
_____	(____) ____ - ____	@_____
By signing this document I state that the key holder information is accurate. The requestor may not request a key for themselves unless the requestor is a vice president or above. After signing the authorized signature field, forward this form to the appropriate supervisor for approval.		
Authorized Signature		Date (MM/DD/YYYY)
_____		_____

Key Acknowledgement – Key requests must be acknowledged by either a director or above for operating keys or a vice president for master keys .

Print Name (Last, First M.I.)	Work or Office Phone Number	WCC ID
_____	(____) ____ - ____	@_____
By signing this document I acknowledge the key assignment as shown above.		
Authorized Signature		Date (MM/DD/YYYY)
_____		_____

Forward all requests to the Office of Public Safety, CS 205. It normally takes 5 business days after receipt of the key request form by Public Safety in order to process and make keys. Keys may be picked up at the Public Safety office in the Parking Structure, Room 205. Please bring a current picture ID. Refer to the WCC Key Procedure at <http://facilities.wccnet.edu/wcc-key-forms-procedure> for complete rules and procedures. In the event of a lost key, promptly file a report with the Office of Public Safety, 734-973-3411.

For Public Safety Use Only									
Key Code	Copy #	Key Code	Copy #	Key Code	Copy #	Meets Procedure Guidelines	Initials	Request #	
						<input type="checkbox"/> Yes <input type="checkbox"/> No			
								Employee #	