



Maryland Institute College of Art
Key Request Form

Directions:

1. Fill out form completely.
2. Sign Form electronically
3. Forward the form via e-mail to Department Head/Chair for appropriate digital signature
4. **Once all signatures are complete click the e-mail button at the top right of the document to submit it to campus safety.**
5. Once the key request has been approved by campus safety it will be forwarded to the Facilities Department for processing.

Please be advised:

All keys issued to staff and faculty must be turned into their department at the time of separation/resignation/termination.

Keys that are lost, or not returned to the department for which the employee worked, will result in that department being charged \$34.50 per key replacement and no less than \$50.00 per core needing to be replaced.

If your department has been issued keys for a particular individual or position and that individual leaves without returning the key, you must provide an account code in order to have another key issued. You must provide a written justification in order to have the key request approved.

THERE WILL BE NO MASTER KEYS ISSUED UNDER ANY CIRCUMSTANCES

Reason for request:

Lost Key Lock Changed New Employee New Space Duplicate Key(s)

The key being requested is Access to:

Building:

Floor:

Key Code Number:

Office/Room Number:

Specific Location:

Dept. In control of Space:

This key will be issued to:

Printed Name:

Signature Field

Department:

Phone Number:

Date of Request:

Approved by: (Must be Department Head, VP, AVP, Director, or Chair

Printed Name: Signature Field

Department: Phone Number:

Approved/Denied by Campus Safety Director:

Signature Field

Current Date: Key # QTY

****I have received my key (s) and I will not lend my keys to any non-company employee or student. I will not make any copies of the key. Should I leave MICA as an employee, I will return this key on or before my departure. I acknowledge MICA may request the key at any time and I shall return said key upon request.**

Key Picked Up Date: Key Returned Date: Signature: