

**Union College
Campus Safety Department**



807 Union St.
Schenectady, NY 12308
(518) 388-6358

Key Request / Return Form

(Please Type or Print Legibly)

(Key request forms are to be sent to the Campus Safety Office)

DATE: _____ REQUESTOR: _____

DEPARTMENT: _____ PHONE: _____

Building	Room Number	Key Code	# Keys	Keys To Be Issued To

KEY REQUESTS REQUIRE THE SIGNED APPROVAL OF THE DEPARTMENT HEAD:

APPROVED BY: _____ DATE: _____

REVIEW AND APPROVAL-CAMPUS SAFETY: (FORWARD TO LOCKSMITH)

APPROVED BY: _____ DATE: _____

RECEIPT OF REQUESTED KEYS:

RECEIVED BY: _____ DATE: _____