

Key Action Form Instructions

Please type or print clearly in ink to ensure information is legible.

When form is complete, forward original and two (2) copies to the front desk, Police Department, mail code 1812.

Key Coordinator's Instructions: Please complete the following areas.

1. Today's date.
2. Keyholder's name: last name, first name, middle initial.
3. Keyholder's ASU I.D. number.
4. Home department of key coordinator.
5. Home department Payroll code.
6. Home department mail code.
7. PO9 number for payment of keys (if needed). The first three keys for an individual to any given building are free.
- 8(a). Building name.
- 8(b). Room number.
- 8(c). Permanent number on hinge of door for which key is being requested. Master hinge list for key coordinator's area can be obtained from Lock Shop.
- 8(d). Official building number (include wing where applicable). See Building Number Lists.
- 8(e). The code by which the Lock Shop identifies the key to be produced (see Master Hinge List). Key Code, Room Number and Hinge Number must all identify the same door.
- 8(f). Key number to be assigned by Lock Shop. Leave blank unless processing a key transfer. If transferring, list number of key being transferred (number other than key code, in most cases on opposite side of key).
- 8(g). Name of prior keyholder if key is being transferred. If former keyholder is not known, enter "N/A".
12. Authorized signature indicates units approval for issuance of key(s).
13. Date the form is signed by authorized signer.

Keyholder's Instructions: Please complete the following areas.

9. Read responsibility statement.
10. Keyholder signature indicates acceptance of the responsibility statement.
11. Date the form is signed by keyholder.

Key Transfer Instructions: Key Coordinator and keyholder should complete as above with the following additions:

- 8(f). List number of key being transferred (number other than key code. In most cases, on opposite side of key.)
- 8(g). Indicate name of previous keyholder. If former keyholder is not known, enter "N/A".

**Please contact Lock Shop at 965-1829 if you have any questions on completing the form.
Please contact PD at 965-6090 if you have any questions on distribution of keys.**