



### Key and Card Access Application Form

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Affiliation: ☐ Faculty/Staff ☐ Student ☐ Contractor ☐ Other

**Email Address:**

(All persons requesting keys will be notified by email to let them know the keys are ready)

**Contact Number** (Cell or 24/7 Number): \_\_\_\_\_

Ring#:	UMW ID #:
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Key(s) or Card Access requested – Please list Building and room number for each key requested.

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(All keys requested must be picked up within 15 days of the date of email notification that keys are ready. Any keys not picked up in that time will be restocked and requester will be required to resubmit a key application form.)

Requester's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Print: \_\_\_\_\_

**FOLLOWING SECTION REQUIRED FOR ALL KEY/CARD APPLICATIONS**

KEYS/EAGLEONE ARE ISSUED IN ACCORDANCE WITH THE CODE OF VIRGINIA, SECTION 18.2-503: No person shall knowingly possess any key to the lock of any building or property owned by the Commonwealth of Virginia, or a department, division, agency or political subdivision thereof, without receiving permission from a person duly authorized to give permission to possess such a key/card. No person, without receiving permission from a person duly authorized to give such permission, shall knowingly duplicate, copy or make a facsimile of any key to a lock of a building or other property owned by the Commonwealth of Virginia, or a department, division, agency or political subdivision thereof. A violation of this section shall constitute a Class 3 misdemeanor punishable by law. Any other unauthorized use of keys or cards issued will be subject to criminal prosecution or disciplinary action

If you are requesting a building master you must submit in writing justification for which a master key is needed. All master key requests are subject to approval by UMW PD. In the event that a key is lost YOU are responsible for filing a police report with the UMWPD immediately. Your department will be charged the cost to rekey/replace the locks affected by the lost key. All keys shall be returned to UMW Police or Locksmith Services upon your transfer, withdrawal, termination or separation from the University.

Your Initials: \_\_\_\_\_ Initials of Dept. Head: \_\_\_\_\_ Date: \_\_\_\_\_

Locksmith/UMW PD Approval		
Master Key	Key	Card Access
Approved By: _____		
RECEIPT OF KEYS REQUESTED (for keys being picked up)		
Applicant's Signature: _____		Date: _____
UMW Public Safety: _____		Date: _____