



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

(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: _____

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.

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 EM & Safety. 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/Safety 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:** _____