

# University of Montevallo

## Key Request & Authorization Form



- Read and follow all instructions.
- Forms that are incomplete or have incorrect information may be returned for corrections.
- Limit one person per form.
- Limit one building per form.

### Employee Information

Employee Type:      Full-Time      Part-Time      Adjunct      Student

\_\_\_\_\_  
Last Name, First Name

\_\_\_\_\_  
UMID

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

(      )      -  
\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
UM Email

### Key Request

- *Requesting an office key?*  
If so, do not include departmental common areas (e.g., copy room, classrooms, etc.). These areas are *usually* accessible with office key.
- If the room/office doesn't have an assigned room number or other signage, check door hinges for the Public Safety door number.
- Include directions or descriptions if a number cannot be found.

\_\_\_\_\_  
Building

\_\_\_\_\_  
Door Number(s)

### Authorization

- Master keys are only issued with signatures from both Department Head and Building Administrator.

\_\_\_\_\_  
Dean, Director or Department Head (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Administrator (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



- Send the original form. No copies or scans will be accepted.
- Once completed with appropriate authorization, send to:  
**UM POLICE**  
**ATTN: KEY OFFICE**  
**STATION 6155**
- When keys are ready, you will receive an email with further instructions.
- Allow up to 5 business days for processing.