

**Please Check Appropriate Box:**

- New Key
- Lost Key Replacement

## Key Request Form

**This request is for a physical metal key.**

For UNE ID card access requests, email [idcard@une.edu](mailto:idcard@une.edu).

Date: \_\_\_\_\_

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

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

Phone Extension or Email Address: \_\_\_\_\_

Please complete this section for **New Employees**

Please Produce keys for the **above-named employee** for the following buildings and rooms:

**Office Number:** \_\_\_\_\_

**Other Spaces Needed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete this section for **Office Moves**

**Current Office Location** (include building and office number):  
\_\_\_\_\_

**New Office Location** (include building and office number):  
\_\_\_\_\_

Employee (Signature) \_\_\_\_\_

Department Head (Printed) \_\_\_\_\_

Department Head (Signature) \_\_\_\_\_

**Please complete this form with the appropriate approvals and create a work order in Schooldude. Choose Key and Lock for the "Craft", then scan and include this key request as an attachment. You will receive an email from [Facilities@une.edu](mailto:Facilities@une.edu) when your key is ready to be picked up.**

**For FACILITIES ONLY:**

Requests for Masters, Submasters, or Building Entrance keys will need to be approved by the Director of Safety and Security. The Locksmith will get Security's approval if necessary.

\_\_\_\_\_  
**Director of Safety and Security**

\_\_\_\_\_  
**Date**