



# KEY ISSUANCE FORM

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

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

Position: \_\_\_\_\_

UW Net ID: \_\_\_\_\_

Office Location: \_\_\_\_\_

Home Dept & Box # \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Email \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Forwarding Address (for refunds):

For non-Earth and Space Sciences  
personnel only.

\_\_\_ Public / \_\_\_ Private

\_\_\_ Public / \_\_\_ Private

\_\_\_ Home / \_\_\_ Work / \_\_\_ Cell

\_\_\_ Home / \_\_\_ Work / \_\_\_ Cell

**Keys can be paid for by credit card only:** a \$25 deposit is required for each key issued and will be refunded upon the return of the key. If a key is damaged and returned, it will be replaced at no charge. A lost key can be replaced at the regular key deposit cost. **Please note: a non-refundable \$2 flat fee will apply per credit-card transaction.**

**For credit card:**

[https://secure.touchnet.net/C20410\\_ustores/web/product\\_detail.jsp?PRODUCTID=3950&SINGLESTORE=true](https://secure.touchnet.net/C20410_ustores/web/product_detail.jsp?PRODUCTID=3950&SINGLESTORE=true)

I acknowledge receipt of all keys listed below. I understand that keys remain the property of University of Washington and will be returned upon the completion of my duties here. I will not duplicate keys or release them to others.

\_\_\_\_\_  
Signature (Please just type your name)

\_\_\_\_\_  
Date

				For Office Use Only				
BLG	ROOM	KEY #	DEPOSIT (\$)	DATE ISSUED	LOGGED BY	DATE RETURNED	LOGGED BY	COMMENTS

[illegible]