



# CARD AND KEY REQUEST FORM

## Requestor Information:

Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

Social Security Number: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Position: Full-time \_\_\_ Part-time \_\_\_ Temporary \_\_\_ Non-Employee \_\_\_

### Key/Card Information:

Campus: R TP G Other Requesting: Card \_\_\_ Key \_\_\_ Both \_\_\_

Does Requestor already have card? Y N Is this a Request to add on additional rooms? Y N

Germantown		Rockville		Off Campus	
Takoma Park		Central		Unassigned	

Building: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Room Number(s): \_\_\_\_\_

Authorized Signatures:

Supervisor: \_\_\_\_\_

Administrative Supervisor: \_\_\_\_\_

Security Supervisor: \_\_\_\_\_

*I understand that I must adhere to the MC Key/Card issuance policy*

REQUESTOR'S SIGNATURE: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_

### LOCKSMITH'S ONLY:

Key Number:	Building:	Room Number:	

SECURITY ONLY: Date notified Requestor: \_\_\_\_\_ Officers Unit #: \_\_\_\_\_

Card Swipe Brochures are available in the Security Department.