

Key No: \_\_\_\_\_  
(Locksmith Only)

Slippery Rock University

KeyRequest

Code: \_\_\_\_\_  
(Locksmith Only)

Name + Ext: \_\_\_\_\_

Department Name + Ext: \_\_\_\_\_

Key for Building: \_\_\_\_\_

( ) Entrance ( ) Room # \_\_\_\_\_

I understand by receiving this key, I am responsible for the security of area to which access can be gained with this key. I will not duplicate this key or permit it to be used by unauthorized persons or for unauthorized purposes. This key is property of Slippery Rock University, to be surrendered upon request or returned to the department of Facilities and planning when I am no longer authorized to the area in question.

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

Signature \_\_\_\_\_

E-mail this form to [locksmith@sru.edu](mailto:locksmith@sru.edu) once signed by all required.

Dept. Chair/Dean \_\_\_\_\_  
(signature)

Printed Name

AVP for F&P \_\_\_\_\_

Notes:

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Please fill out the above form and E-Mail to the appropriate Facility Manager. Please submit one form per key required.

If you are viewing this form in Mozilla Firefox or Google Chrome please download and open in Adobe Reader.

To digitally sign the document click on the signature field, if you have yet to create a digital signature follow the below instructions;

\*Select "New ID"

\*Select "New digital ID I want to create now"

\*Select "Windows Certification Store"

\*Fill in the appropriate information

\*Once signed the document will display a saved as dialog box, once saved the document is signed.

Once the document has been completed by the requestor it should be digitally signed by the authorized person(s) and E-Mailed to [locksmith@sru.edu](mailto:locksmith@sru.edu) once all digital signatures have been aquired authorizing the key(s) to be issued.

When the key has been manufactured you will be notified that it is ready to be collected from the main office in the Maintenance Center where you will be required to sign for your new key(s).