**KEY REQUEST**

**REASON FOR KEY REQUEST:**
- [ ] 1. New Staff Member
- [ ] 2. New Space Assignments
- [ ] 3. Replace Lost Key
- [ ] 4. Transfer To ___
- [ ] 1. Full Time Staff
- [ ] 2. Part Time Staff
- [ ] 3. Faculty
- [ ] 4. Student (Non-Employee)
- [ ] 5. Student (Employee)
- [ ] 6. Non-University Personnel

**Please Print in Ink or Type**

<table>
<thead>
<tr>
<th>PERSON REQUESTING KEY</th>
<th>SOC. SEC. NO.</th>
<th>DATE</th>
<th>DEPT. PHONE NO.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ROOM NO.</th>
<th>BUILDING NAME</th>
<th>DEPT. NAME</th>
</tr>
</thead>
</table>

**ADMINISTRATOR’S SIGNATURE & NAME (PRINTED OR TYPED)**

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>DATE OF KEY PICK-UP</th>
</tr>
</thead>
</table>

**RECIPIENT’S SIGNATURE**

**TYPE OR UNIVERSITY I.D.**

**REQUEST FOR:**
- [ ] DOOR KEY
- [ ] DESK KEY
- [ ] FILE KEY
- [ ] OTHER

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>

**FORM 0059 PITT 1851 (7/97)**

**RETURN ALL COPIES TO UNIVERSITY OF PITTSBURGH POLICE DEPARTMENT**