



Door Key Request

Do not print this form. Submit all forms through e-mail.

KEY NUMBER
(Access Control Use ONLY)

Key # _____

Copy # _____

Police Report # _____

USE FOR REQUESTING DOOR KEYS ONLY.

*Required fields

Account Number: _____

Date*: _____

Requester Classification (same as ID card)*: _____

Phone Number*: _____

Building*: _____

Room No.*: _____

Is this a Master Key?*

Keyholder ID#*: _____

Last name* _____ First* _____ Initial* _____

Position* _____ Department* _____ Institution* _____

Department Approval*: _____
Name Title Signature

Institutional Approval: _____
(Required for outside and building master keys) Name Title Signature

(Access Control Use ONLY)

Facilities Services Approval: _____
Name Title Signature

I HAVE READ & AGREE TO THE CONDITIONS BELOW

SIGNATURE* _____

DEPOSIT* _____

DOOR KEY FORM INSTRUCTIONS

- Fill out all fields, EXCEPT SHADED AREAS.
- Complete a separate form for each key.
- Include full name—no abbreviations or nicknames.
- Only one key per person will be issued for each door.

Once complete, forward this form to Facilities Services:

- E-mail delivery: accesscontrol@ahec.edu
- Requester classification must match ID.

Keys should be ready in three business days and must be picked up from Facilities Services—keys cannot be mailed. If keys need to be picked up by a delegate, please call Facilities Services.

Questions: 303-556-3260 or 303-556-4296
Hours of operation: www.ahec.edu/accesscontrol

REMINDERS FOR THE KEY HOLDER

- All keys are property of the Auraria Campus Facilities Services. You are responsible for its security and use.
- This key must be returned to Auraria Campus Facilities Services, not your department.
- **If this key is lost, you must notify Facilities Services (303-556-3260) and the Auraria Campus Police Department (303-556-5000) immediately. A nonrefundable fee of \$25.00 is charged for the replacement of a lost key.**
- Return broken key pieces for replacement.
- This key may not be lawfully copied, except by Access Control in the Facilities Services office.
- You may not lend or give this key to anyone else.
- **Students must provide a \$25.00 deposit for each key issued, which will be refunded when keys and receipts are returned.**
- Keep all receipts for proper credit.
- Key numbers and copy numbers must match approved form.
- When returning one key and picking up another, credit for the original deposit will cover the new deposit, but you will need to provide the original receipt.
- **Cash or check only.**