

Fax all requests to ext. 2240 or hand deliver to Rossey 114  
For further information call the Department of Public Safety at ext.3127

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**Lock & Key Information** (please print)

Check one:

Door     File Cabinet     Desk     Padlock    Other \_\_\_\_\_

Building: \_\_\_\_\_ Department: \_\_\_\_\_

Room #: \_\_\_\_\_ Key number: \_\_\_\_\_

Check one:     Duplicate Key     Lost Keys    Other \_\_\_\_\_

Description of work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Key Holder's Information** (please print)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Room # \_\_\_\_\_ Ext. \_\_\_\_\_

Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

**The Dean, Chairperson, Director or Designee must approve all requests.**

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Ext. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 1. Keys are state property and are not to be duplicated.**
- 2. Do not lend the key out to anyone.**
- 3. Immediately notify Public Safety for any lost keys.**
- 4. You are responsible for the issued key.**
- 5. Please return to Public Safety if you leave your employment at NJCU.**

\*\*\*\*\* DO NOT WRITE BELOW THIS LINE\*\*\*\*\*

Key Request Number: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Issued to: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Issued by: \_\_\_\_\_