THIS FORM MUST BE PRINTED ON CARD STOCK.

AS50/Locksmith will not accept this form unless it is printed on card stock.

KEY JUSTIFICATION

KEY SERIAL NUMBER:	KEY COPY NUMBER:
ASSIGNED TO (NAME / ORGANIZATION):	
EXACT LOCATION OF SECURITY LOCK:	

NOTE: Information on the security lock locations must be detailed enough so that the locks can be easily located. If the lock location cannot be identified by a number (i.e., room number, building entrance number, gate number), keyholders should provide a detailed description of the area.

I CERTIFY THE REQUIRED USE OF THE KEY SHOWN ABOVE. MY JUSTIFICATION FOR THE USE OF THE KEY IS:

NOTE: Keyholders to building entrances must be specific in their justifications. If the key is to a building entrance, the justification should include frequency of after-hours access. Key Coordinators should submit a new justification form to Key Control when keys are reassigned or lost.

KEYHOLDER'S SIGNATURE:	DATE:	BADGE NUMBER:
KEY COORDINATOR'S SIGNATURE:		DATE: