

FACILITIES Key Request Form

UNT Facilities Door Systems Office 307 S. Avenue B, Suite 006					Phone: (940) 565-4888 access.control@unt.edu				
Keyholder Last Name:					Keyholder First Name:			M.I.:	
UNT ID#:					Faculty Staff Student Other				
Keyholder Phone:					Keyholder Email:				
Department							Door Systems Office		
	Building Name	Room #	Dept #	Card Swipe Access?	Authorizer Signature	Date	Issue #	Keycode	
1									
2									
3									
4									
5									
Authorizer Printed Name			Authorizer Email			Authorizer Phone			
Note: All of the Above Information is Required.									
After-hours access to general building via UNT ID card					Authorizer Signature				
Keyholder's Agreement									
By my signature below, I agree to all the following terms:									
<ol style="list-style-type: none"> 1. The key described herein remains the property of the State of Texas and UNT Access Control. 2. This key is entrusted to me for my exclusive use- I will not duplicate it, loan it, exchange it, or otherwise allow its use or possession by any other person. 3. I will report its loss, theft or destruction immediately to my department and to Access Control. 4. If this key becomes lost, stolen or otherwise not available for return, my department will pay the replacement fee or rekey. 5. When I terminate employment or no longer need this key, or upon demand from Door Systems, I will return it promptly, in person, and ONLY to the UNT Access Control Office. 									
Note: The original form shall be sent to Access Control and copies retained by the department and the keyholder.									
Keyholder's Signature:						Date:			