



KEY RETURN FORM

Return to: Campus Safety and Security, Southern Baptist Theological Seminary

All returned keys must be delivered to Campus Safety & Security by the key holder or supervisor to ensure proper documentation. A receipt will be issued by Campus Safety & Security Personnel for returned keys. Campus Safety and Security will enter the information on the original issue form and enter the data into the database.

Last Name: _____ First: _____ Middle Initial: _____ ID #: _____

Signature: _____ Dept: _____

Key Holder's E-mail: _____ Date: _____

KEYS ARE NOT ALLOWED TO BE GIVEN TO ANOTHER EMPLOYEE WITHOUT PERMISSION FROM THE DIRECTOR OF SAFETY AND SECURITY OR THE COORDINATOR OF SAFETY AND KEY/ACCESS CONTROL.

		Safety and Security Use Only		
Building	Door# and Description	Key ID#	Returned By:	Received By:
	Door#			
	Door#			
	Door#			
	Door#			
	Door#			
	Door#			

I confirm the above keys have been returned.

Key holder or Supervisor (PRINT NAME): _____

Key holder or Supervisor's Signature: _____

Date: _____

Authorized by Campus Safety and Security: _____

Date: _____