



KEY AUTHORIZATION-ISSUE FORM

I understand that I will be allowed to carry these keys with me at any time. I am only to use these keys when I am acting under the capacity of The Southern Baptist Theological Seminary. At no time will I use these keys for any purpose other than to fulfill my work obligations to the Seminary. I agree not to loan, transfer, give possession of, mis-use, modify or alter the below keys. I further agree not to cause, allow, or contribute to the making of any unauthorized copies of the below keys. If I lose these keys or if they are not returned at the end of my employment at the Seminary, I understand that I may be charged for the replacement of the keys and a relock of any affected areas. You will be contacted via e-mail when your key(s) ready to be picked up. Keys will be picked up by the requesting employee in person at the Department of Safety and Security.

Key holder Name: _____ ID #: _____ Dept: _____

Signature: _____ Date: _____

Key Holder's E-mail: _____

Note: All keys are door specific. Please indicate which doors the employee needs access.

Table with 7 columns: Building(s) to Access, Door(s) to access with description, Key ID #, Date Key Delivered to Security, Date Received by key holder, Issued By:, Received By:.

KEYHOLDER'S SUPERVISOR I, hereby authorize the above employee to carry the above requested keys. Key holder's Supervisor (PRINT NAME): _____ Supervisor's Signature: _____ Date: _____ Approval by Department of Safety and Security (REQUIRED): _____