



KEY RETURN FORM

Return to: Department of Safety and Security, Southern Baptist Theological Seminary

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

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

Signature: _____ Date: _____

Key Holder's E-mail: _____

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.

		Department of Safety and Security			
Building	Door# and Description	Key ID#	Date the key was Returned	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 Department of Safety and Security: _____ Date: _____