Public Safety and Police Services
Marquette, MI 49855
(906) 227-2151

KEY REQUEST

Instructions: **Enter information on top portion only**. Use a separate form for each key requested. Forward this form with appropriate signatures to Public Safety and Police Services, 122 Service Building.

LAST NAME: _____ FIRST NAME:_____ M.I.: _____

IDENTIFICATION #:_____ DEPT: _____ WORK PHONE: _____

POSITION TYPE: _____ ID CARD #: _____

KEY:_____ _____ EXTERIOR: ☐
BUILDING ROOM #
MASTER: ☐

REASON REQUESTED (lost, stolen, new issue, etc):

DATE STOLEN: _____ DATE LOST: _____ PUBLIC SAFETY NOTIFIED: YES: ☐
NO: ☐

REQUIRED SIGNATURES

INDIVIDUAL REQUESTING: _____ DATE:_____

DEPARTMENT HEAD: _____ DATE: _____

DEAN / DIRECTOR: _____ DATE:_____
(For exterior and master keys only)

VICE PRESIDENT: _____ DATE:_____
(For master keys only)

DIRECTOR OF PUBLIC SAFETY: _____ DATE:_____

FOR PUBLIC SAFETY USE ONLY

AUTHORIZED BY: _____ DATE:_____

DENIED BY: _____ DATE:_____

REASON DENIED: _____

_____

KEY NUMBER: _____

(KEY ISSUE)

RECEIVED BY: _____ DATE:_____

ISSUED BY: _____ DATE:_____

(KEY RETURN)

RETURNED BY: _____ DATE:_____

RECEIVED BY: _____ DATE:_____