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Key and Access Control Request Form

This form is for completion only by those authorized to request keys. If anyone for whom a key is being requested is a Foundation employee, before requesting the key, ensure that employment sign-in paperwork at Foundation HR has been completed. Please complete this form, sign, and email to sdsurffacilities@sdsu.edu. Our key issue office is located at 6475 Alvarado Road, Suite 126. Our business hours are Monday to Friday, 8:00 AM to 12:00 PM and 1:00 PM to 4:30 PM. Please have all individuals picking up keys bring a form of identification.

Requestor Name: _____   Phone: _____

Project/PI: _____   Email: _____

Department: _____   Date: _____

Name (Last, First)	RedID & ISO Number	Key Number (Blind Code)	Building Address	Suite Number	Room Number(s)	Comments

Authorized Signature: _____   Date: _____