

# Key Request Form



Department of Chemical  
and Materials Engineering

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

UK ID Number: \_\_\_\_\_ (Not Social Security Number)

## Status (Check One)

Faculty

Staff

Undergraduate Student

Postdoctoral Scholar

Teaching Assistant/Research Assistant/Fellow

Other: \_\_\_\_\_

## I request the following keys:

Room # \_\_\_\_\_ Building \_\_\_\_\_ Key ID \_\_\_\_\_

Room # \_\_\_\_\_ Building \_\_\_\_\_ Key ID \_\_\_\_\_

Room # \_\_\_\_\_ Building \_\_\_\_\_ Key ID \_\_\_\_\_

***Keys are no longer required for building access. Your UK Wildcard ID may be used to open doors with swipe card locks.***

## I request access to the following swipe card locks:

Room # \_\_\_\_\_ Building \_\_\_\_\_

Room # \_\_\_\_\_ Building \_\_\_\_\_

Room # \_\_\_\_\_ Building \_\_\_\_\_

**A faculty advisor signature is required.**

\_\_\_\_\_  
Faculty Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Name Printed

**Please turn this form into room 177 F. Paul Anderson Tower when completed.  
You will be contacted by email when the order is complete and ready to be picked up.**

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

I have **received** the keys listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have **returned** the keys listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date