

# Cal Maritime Key Request

TO: **Public Safety Department**

FROM: \_\_\_\_\_

\_\_\_\_\_ *Date Submitted*

DEPT: \_\_\_\_\_

Request key(s) be issued to: \_\_\_\_\_ for the following facility(ies):

<b>BUILDING</b>	<b>MAIN ENTRANCE</b>	<b>OFFICE</b>	<b>OTHER</b>

*The supervisor certifies that the key recipient has been advised that key(s) must be returned when authorization expires (i.e., termination of employment, retirement, reassignment, or upon request of the campus administration). Failure to return key(s) may result in sanctions such as withholding records, transcripts, grade reports, degrees, civil litigation, verification and registration privileges.*

\_\_\_\_\_  
*Supervisor's printed name*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

Title: \_\_\_\_\_

**PUBLIC SAFETY DEPARTMENT USE ONLY**

Approved
  Disapproved

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Director/Designee*
\_\_\_\_\_  
*Date*

**RECEIVING**

\_\_\_\_\_  
*Issuing agent*

\_\_\_\_\_  
*Date key(s) were issued*