



Key Request Form

Mailing Address:

Facilities Management - Access
Control Center
1161 W. Samford Ave.
Auburn University, AL 36849

Physical Address:

Campus Green Parking Deck
425 Heisman Drive
Auburn University, AL

Contact Us

Phone: 334-844-9446
E-mail: 4access@auburn.edu
Web Page: fm.auburn.edu/access-control/

Please type this form, print, obtain required signature(s) and email to 4access@auburn.edu

Requestor Information

Name	Department
College/	Account #
Office	
Phone	E-mail
	Date

Person key is to be issued to (Limit of one person per form)

As appears on Valid Photo ID - Drivers License, Passport, Auburn University ID

Last	First	Middle Initial
Banner#	Auburn GUID	Phone
Title		Status

Key(s) Requested

Building	Room(s) #
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Authorization

Approved By (Person on Record with Access Control):	Date:
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Signature _____

Secondary Authorization (Haley Center ONLY)

Approved By:	Date:
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Signature: _____

YOU WILL BE CONTACTED BY EMAIL WHEN KEYS ARE READY FOR PICK-UP.
OFFICE HOURS ARE: 7:30 AM – 12 PM AND 12:30PM – 4:00 PM MONDAY- FRIDAY

*** THIS FORM MUST BE FILLED OUT COMPLETELY. FAILURE TO DO SO WILL DELAY PROCESSING.***

KEYS MAY **ONLY** BE PICKED-UP BY THE PERSON KEY IS ISSUED TO.
KEYS NOT PICKED-UP WITHIN 60 DAYS OF PROCESSING WILL BE DESTROYED AND MUST BE REQUESTED AGAIN.