

Office of Financial and Administrative Services | LFCC

Key Request Form

Please complete the information below and forward to the Security Manager

Requestor's Printed Name: _____

Position: _____

Department: _____

Classification: Administrator Full-time Faculty
 Adjunct Faculty Full-time Staff
 Part-time Staff Board Member
 Visitor (Valid dates: _____) Guest (Valid dates: _____)

Campus Assigned: Middletown Fauquier Both

Access is needed for the following rooms: _____

Special Access Needed: _____

Justification: New Employee Lost Key
 Moving Key Transfer – Current Assignee: _____

Authorized By: _____ Date: _____

(Requestor's Unit Vice President)

Virginia State Code Section 18.2-503 POSSESSION OR DUPLICATION OF CERTAIN KEYS

(a) No person shall knowingly possess any key to the lock of any building or other property owned by the Commonwealth of Virginia, or a department, division or agency thereof, without receiving permission from a person duly authorized to give such permission to possess such key.

(b) No person, without receiving permission from a person duly authorized to give such permission shall knowingly duplicate, copy or make a facsimile of any key to a lock of a building or other property owned by the Commonwealth of Virginia, or a department, division, or agency thereof. Violation of this section shall constitute a Class 3 misdemeanor. (Code 1950, Subsection 19.1-408; 1972, c. 139; 1975, cc. 14, 15)

I understand these keys are NOT to be DUPLICATED and MUST NOT BE LOANED to anyone. Prior to termination and receipt of their final paycheck, all administrators, faculty, adjunct faculty, staff and part-time employees will return all building and office keys for which they are responsible to the Key Control Office. A charge of ten dollars (\$10.00) will be levied for replacement of lost keys and for each key that is not returned or for which proper accounting has not been made. Furthermore, keys may not be reassigned by any individual without prior authorization in writing. The assignee agrees that he/she understands the keys entrusted to them are ultimately their responsibility and should be treated as such.

Key Issued: _____

Requestor's Signature: _____

Security Manager: _____ Date: _____