



**Key Request (KC1)**

*Bring completed form along with proper ID (UT EID, state driver's license or passport) to Lock and Key Services, SER 101*

<b>Date:</b>	<b>UTEID:</b>
<b>Name:</b>	
<i>(Last Name, First Name, Initial)</i>	
<b>Building:</b>	
<b>Keys Requested:</b>	
	<i>Please provide specific rooms or the name of the specific master key (i.e. Master 1, Master A, Utility Security Master, etc.). You may refer to the lock report provided to your department by Lock &amp; Key Services for the correct key designation.</i>
<b>Department:</b>	
<b>Account Number:</b>	
	<i>Account Number is required for all replacement key requests and any key requests for Auxiliary units.</i>
<i>(Department Authorization Signature)</i>	
<i>(Department Authorization Printed Name)</i>	

*Keys remain the property of The University of Texas at Austin and upon separation from the university must be returned to Lock and Key Services, SER 101, 304 E 24th St, Austin TX, 78712  
Please call 512-471-8640 if you have any questions.*