California State University MONTEREY BAY

Key & Card Access Request Form

Print

Revision: **Mar 2020**

Section 1: Identification – Enter information of the Key Holder requesting key(s) / card access credential(s)

Instructions: CSUMB Personnel must take responsibility for keys issued to non-CSUMB personnel (i.e. Volunteers). In such cases provide the information of the CSUMB employee taking responsibility for the keys. Check "Other," and in the field to the right of that box provide the name of the volunteer/contractor who will receive the key(s) or building card.

Last Name _____ First Name _____ Date _____

OtterID _____ Department & Division/College _____ Phone (Key Holder) _____ Email (Key Holder) _____

Check One: ◯ Staff ◯ Faculty ◯ Student ◯ Other - Specify: (Volunteer/Contractor) _____

Section 2: Request Type – Enter the type of request

Check all that apply: ☐ New Key ☐ New Card Access ☐ Modify Card Access ☐ Transfer Dept./Building ☐ Damaged Key ☐ Alarm Code ☐ Lost Key ***See additional instructions**

Section 3: Building Access – List Buildings and Rooms Requiring Access

Instructions: Provide Building and Room Number requiring access. For Key Access, add note for Master Key, for Card Access provide deactivation date if not a permanent employee.

Building	Room No.	Key	Card	Alarm

Building	Room No.	Key	Card	Alarm

Additional Information: **Note Master Key if needed. Include building card access deactivation date / additional information as required.**

Provide end date if key holder is not a permanent employee:

Section 4: Submission Instructions / Key Holder Responsibilities / Required Approvals

Submission Instructions:

WebTMA: Complete the form electronically and have your Supervising MPP sign. Submit a Service Request and attach the form to the request. For additional instructions review How to Submit a Service Request. csumb.edu/facilities/how-to-submit-service-request

Pick-up: Keys are picked up at the Campus Service Center in the Student Services Buildings. Master Keys are picked up at Facilities Services & Operations by appointment. You will be notified via Email once the request has been processed and ready for pickup / activation. Identification is required.

Additional instructions:

If your key is lost or stolen, please contact University Police Department (831) 655-0268, so that they can complete a police report. Submit a request for replacement once you have received the police report number. Include the police report number in the additional information section. **If your card is lost or stolen**, contact the Campus Service Center at (831) 582-5100. Please include your name, your student ID number, and the date and time when you noticed that your card was missing. There is a replacement fee for lost or stolen cards.

All Key Holder/Authorizers shall read the following:

1. OtterID's are required for issuance of any keys/cards, exceptions must be approved by FM in advance. If the key/card is for a vendor or contractor a Supervising MPP must sponsor them and take responsibility for returning the keys. A university representative shall complete the form and be present when picking up the key/card to sign the document.
2. Ensure you have your key at all times, as **the Lock Shop is not authorized to open or unlock private offices or buildings on your behalf.**
3. Ensure the door is locked after exiting the room. Only the assigned key/card holder is allowed access into the building after hours and on weekends. Sharing keys or cards is strictly prohibited. Do not prop building or room entry doors open at any time.

Print Name of Supervising MPP _____ **Signature of Supervising MPP** _____ **Date** _____

Clear