

Key & Card Access Request Form

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 Nar	ne		First Name					Date					
Otte	OtterID Department & Division/Colleg										Email (Key Holder)				
Check (One:	Staff	Faculty	Stu	dent		r - Specify: nteer/Contractor)								
Sectio	n 2։ Reqւ	ıest Typ	e – Enter th	e type	of req	uest									
Check all that app		New Key	New Card Access		odify Ca	rd	Transfer Dept./Building		Damaged Key			Alarm Code	*s	ost Key see additions structions	
							Requiring Acc		rovide deactiv	ation o	late if n	ot a neri	manent emplo	NAGO	
mstruction	Building	and Root	Room No.		rd Alarm		Building	u Access p	Room No.	Key		Alarm	maneric empre	yee.	
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 H	lolder/Auth	orizers sha	III read the follo	wing:											
2. I 3. I	 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. Ensure you have your key at all times, as the Lock Shop is <u>not</u> authorized to open or unlock private offices or buildings on your behalf. 														
	Print Name of Supervising MPP			_	Signature of Supervising MPP					 Date					