

LAWR KEY PERMISSION FORM

Please complete all sections below.

Last Name		Start Date	
First Name		Approx. Key Return Date	
E-Mail address		Home Department	
Home Phone		Grad Group (if any)	
Mailing address for deposit refund			

ALL KEY REFUNDS ARE ISSUED IN CHECK FORM IN US DOLLARS. If you will be leaving the U.S. upon returning your keys, please let us know 3 weeks ahead of time. We will process your refund and the check can be picked up at our office when you return your keys. We cannot mail a check to an international address. No one else can be issued your refund.

MAILBOX	STATUS
<input type="checkbox"/> PES	<input type="checkbox"/> Faculty
<input type="checkbox"/> Hoagland Hall	<input type="checkbox"/> Staff
<input type="checkbox"/> Veihmeyer Hall	<input type="checkbox"/> Post Doc
	<input type="checkbox"/> Graduate Student
	<input type="checkbox"/> Undergraduate
	<input type="checkbox"/> Visitor

WORK LOCATION	
Building & Room No.	
Work Phone	
Supervisor	
Kerberos Username	
Will you be doing lab work?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know

PLEASE REPORT ANY LOST OR STOLEN KEYS IMMEDIATELY.

The above-named person has my permission to acquire access to the following locations:

Note: The faculty or staff authorizing access must fill in the blanks and sign below before we process this request.

Thank you.

Building	Room #	Key #	Serial #	Issued	Returned	Lost *

* Requires Lost Key Form

Authorizing Signature _____

I understand and agree that :

1. I am responsible for the University keys issued to me and for immediately reporting their loss or theft to the UC Davis Police Department, as well as to LAWR's key custodian.
2. The keys issued to me may not be transferred or loaned to another person. I understand that unauthorized duplication, use, or possession of University keys is a crime. (State of California Penal Code, Section 469)
3. University keys may not be duplicated except by the UCD Physical Plant Department.
4. All keys are to be returned immediately to LAWR's key custodian upon my transfer, termination of employment, withdrawal from school, or when use of the keys becomes unnecessary or unauthorized.
5. A \$10 cash deposit is required for the first and second keys -- for a maximum deposit of \$20.
6. Refund checks for all deposits will take a minimum of 2 weeks to process. My deposit will be forfeited if I lose any keys assigned to me.

User Signature _____

Deposit Paid \$	Refund Amount \$
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