

*UCLA Physics & Astronomy Department Key Request Form*

**PLEASE PRINT LEGIBLY**

I'm NEW \_\_\_\_ I have keys \_\_\_\_

Name \_\_\_\_\_ Faculty \_\_\_\_ Post Doc \_\_\_\_ Dept. Staff \_\_\_\_ Grad \_\_\_\_ UGrad \_\_\_\_ Visitor \_\_\_\_

Email \_\_\_\_\_ ID #: e.g. UCLA; PP; DL; \_\_\_\_\_

Group \_\_\_\_\_ Campus Phone Ext \_\_\_\_\_ Office/Lab \_\_\_\_\_

Recharge I.D. \_\_\_\_\_ Cash  Check# \_\_\_\_\_ Deposit amount \_\_\_\_\_

Deposit amount \_\_\_\_\_

Key #	Location	P.I./Advisor approval**	Date ISSUED/initials	Date RTND/initials
			/	/
			/	/
			/	/
			/	/
			/	/
			/	/
			/	/
			/	/

\_\_\_\_\_ Date

\_\_\_\_\_ First Name

\_\_\_\_\_ Last Name

\_\_\_\_\_  
Signature of Key recipient

\*\*The key form **MUST** be filled out completely with your PI/advisor's approval before submitting your key request.

\*PLEASE NOTE: A \$10.00 deposit for **EACH KEY** is required if you are not faculty or department staff. **CHECKS** are the preferred form of payment, to be made out to: **UC REGENTS**. Up to 6 weeks from the return of your issued keys, +your deposit will be refunded. Your cooperation is much appreciated!

**ADDITIONALLY**, you will be charged **\$20.00 for each replacement key**