

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 ID _____

Group _____ Campus Phone Ext _____ Office/Lab _____

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 \$20.00 cash deposit for **EACH ON MASTER KEY** and \$25.00 for **EACH OFF MASTER KEY** is required if you are not faculty or department staff. Your deposit will be refunded when you return all of your keys. **ADDITIONALLY**, you will be charged a second deposit for each replacement key. Key refund hours: 10am-2pm.
