### UCLA Physics & Astronomy Department Key Request Form

**PLEASE PRINT LEGIBLY**

I'm NEW ____ I have keys ____

<table>
<thead>
<tr>
<th>Name ______________________</th>
<th>Faculty ___</th>
<th>Post Doc ___</th>
<th>Dept. Staff ___</th>
<th>Grad ___</th>
<th>UGrad ___</th>
<th>Visitor ___</th>
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<tr>
<td>Email ______________________</td>
<td>ID #: e.g. UCLA; PP; DL;</td>
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<th>Group ______________</th>
<th>Campus Phone Ext ____________</th>
<th>Office/Lab _____________________</th>
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Recharge I.D. ____________  Cash □  Check#_______  Deposit amount _________

Deposit amount _________

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<tr>
<th>Key #</th>
<th>Location</th>
<th>P.I./Advisor approval**</th>
<th>Date ISSUED/initials</th>
<th>Date RTND/initials</th>
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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**