

## **UNBSJ KEY & CARD APPLICATION FORM**

- 1) It is the responsibility of the key-card holder to Guard against loss, theft or misuse of keys.
- 2) The key-card holder must insure that their key-card is returned to the Safety and Security Office at the end of each term.
- 3) A Charge of \$25.00 Per Key will be applied to ALL lost keys.
- 4) Keys and Access Cards are the property of UNBSJ and are considered a privilege NOT a right of employment.  
Keys or Cards can be revoked at any time.

Name:			Position:			Student or Employee #:		
Supervisors Name:			Department:			Phone:		
Room #	1	2	3	4	5	Building:		
Key or Card #	1	2	3	4	5			
Department Head			(Signature & Date)			Date:		
Approved by Security Manager:						Date:		
Keys / Card Issued			(Signature & Date)			Date:		
Keys / Card Returned			(Signature & Date)			Date:		

***By signing this request form you accept the terms and conditions of the Key & Card agreement***

Office use only

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