



Key Request Form

Mailing Address:

Facilities Management - Access
Control Center
1161 W. Samford Ave.
Auburn University, AL 36849

Physical Address:

Campus Green Parking Deck
425 Heisman Drive
Auburn University, AL

Contact us

Phone: 334-844-9446
Fax: 334-844-9434
E-mail: 4access@auburn.edu
Web Page: www.auburn.edu/administration/facilities

Please type this form, print, obtain required signature(s) and mail or fax to the Access Control Center

Requestor Information

Name:

Department:

College/
Office

Account #

Phone

E-mail:

Date::

Person key is to be issued to (Limit of one person per form)

As appears on Valid Photo ID - Drivers License, Passport, Auburn University ID

Last

First

Middle Initial

Banner#

Auburn GUID

Phone:

Title

Status

Key(s) Requested

Building

Room(s) #

Authorization

Approved By:

Date:

Signature _____

Secondary Authorization (Haley Center ONLY)

Approved By:

Date:

Signature: _____

YOU WILL BE CONTACTED BY EMAIL WHEN KEYS ARE READY FOR PICK-UP
OFFICE HOURS ARE: 7:30 AM – 11:45AM AND 12:15PM – 4:00 PM MONDAY- FRIDAY

*** THIS FORM MUST BE FILLED OUT COMPLETELY FAILURE TO DO SO WILL DELAY PROCESSING***

KEYS MAY **ONLY** BE PICKED-UP BY THE PERSON KEY IS ISSUED TO.
KEYS NOT PICKED-UP WITHIN 60 DAYS OF PROCESSING WILL BE DESTROYED AND MUST BE REQUESTED AGAIN.