



REQUEST FOR KEYS / ACCESS CARD / ALARM CODES

Please print all information clearly.

FAMILY NAME: _____ FIRST NAME: _____ I.D. NO: _____

FMSD
USE
ONLY

FACULTY/DIVISION: _____ DEAKIN E-MAIL: _____ EXT: _____

APPROVED BY (as per [key authorisation list](#)*): Number of items being authorised: _____

FMSD
USE
ONLY

Name: _____ Signature: _____ Date: _____

Please note: Faxed or photocopied forms will not be accepted.

KEY REQUEST				PLEASE SIGN WHEN COLLECTING KEYS	
CAMPUS	BUILDING	ROOM NO.	LOCK NO.	KEY HOLDER SIGNATURE:	DATE RECEIVED:

Note: When requesting keys please use one line per key required and strike through any vacant boxes.

ACCESS CARD REQUEST/AMENDMENT				PLEASE SIGN WHEN COLLECTING CARD	
CAMPUS	BUILDING	CARD NO.	DOOR GROUP	CARD HOLDER SIGNATURE:	DATE RECEIVED:

Note: If requesting change to access level, please print card number in box below.

ALARM CODE REQUEST			PLEASE SIGN WHEN COLLECTING CODE	
CAMPUS	BUILDING	ALARM AREA/S (IF KNOWN)	ALARM CODE HOLDER SIGNATURE:	DATE RECEIVED:

FMSD USE ONLY BELOW

	DATE	INITIAL
Form received:		
Key database checked:		
Keys ordered / supplied:		
Card / code supplied:		
Client notified:		
Entered on database:		

KEY CODE / CARD NO.	KEY ISSUE NO.	RETURNED TO	DATE RETURNED	DATE REMOVED FROM SYSTEM



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Your responsibilities as a key/card holder

FMSD may refuse to issue keys/access cards to any University staff member, student, contractor, visitor or person leasing University space, if the issue is deemed inappropriate.

Lost or stolen keys/access cards are to be reported to FMSD immediately.

Should any keys/access cards be found, they should be forwarded to FMSD.

Should any keys/access cards be lost or stolen, it is the responsibility of the key/access card holder's budget centre or company to pay for the replacement of all locks and keys required to reinstate the security of the facility affected.

No key holders shall lend their keys/access card to any other person for any purpose. If this occurs action may be taken in accordance with University disciplinary procedures.

Master or Grand Master keys are not to be taken off campus for any purpose. If this occurs action may be taken in accordance with University disciplinary procedures.

It is YOUR responsibility to ensure all keys/access cards that you no longer require are returned to FMSD.

* To find who in your area can approve your key request form, go to:
<http://fdce-deakin.edu.au/services/areas/keyscards/areas-list>

FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS SHALL RESULT IN THE ACCESS CARD BEING CANCELLED AND/OR CONFISCATED AND ANY APPLICABLE DEPOSIT MAY NOT BE REFUNDED.

I _____ ID _____ have read and agree to my responsibilities in regard to University keys/cards.

Signature _____ Date _____

FMSD staff member _____ Date _____