

Key Request Application

Key Policy:

1. Transference of keys or possession of transferred keys is prohibited by state law through Article 27, Section 336B of the Annotated Code of Maryland which reads in part "it is unlawful to redistribute, manufacture, duplicate or possess keys capable of being used in locks in or on property owned or leased by the State, unless authorized to do so." This applies to any university key marked "U of M", "Unlawful to Duplicate" or "Do not Duplicate". Violation is subject to penalty at the discretion of Department Chair.
2. Please report lost keys to Debora Chandler, 3181 Glenn L Martin Hall. The cost of a replacement key is \$15. No new keys will be issued until payment of lost key has been received.
3. I understand that at the end of my term, I am to turn this key in to the Main Office, 3181 Martin Hall, attention Debora Chandler or Peter Alexander. Failure to turn in my key will result in the with holding of my diploma and/or last paycheck.

UID: _____ E-mail Address: _____

First Name: _____

Last Name: _____

Work Address: _____

Work Phone: _____

I am affiliated with _____ as a _____

NOTE: If the room you are applying for has more than one room number, please list **ALL** room numbers

Entrance	Key	Card	Bldg #	Room #	<i>For internal use only</i>			
					Issued on	End Date	KB #	Key #
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

I acknowledge that I understand the key policy and received the key(s) requested above:

_____ Date: _____
Recipient's signature

Signed & Approved by: _____ Date: _____
Advisor's signature

After obtaining Advisor's signature, return form to:

Peter Alexander
Dept of Aerospace Engineering
Bldg# 088, Room 3181
Phone: X-51136

OR

Debora Chandler
Dept. of Aerospace Engineering
Bldg # 088, Room 3181
Phone: X-51121