



The University of Vermont

REQUEST FOR KEYS / CATCard ACCESS / CARD DE-ACTIVATION

Please also refer to the [Key & Electronic Access Systems Policy](#) and related [Key and Electronic Access Systems Procedures](#)

Complete all fields below, then print from browser. Obtain necessary signatures. Return completed form via:
Email: lockshop@uvm.edu or Campus Mail: PPD-Lockshop, 284 East Avenue. (For assistance, phone Lock Shop 656-0984)

Name of Requestor: _____ Request Date: _____

PERSON WHO WILL BE ISSUED THE KEY AND/OR CATCard ACCESS

Staff/Faculty Grad Student/Temp Employee Vendor/Other

Name: _____ PeopleSoft ID (CatCard only): _____

Department: _____ Phone #: _____

Email Address: _____ CATCard: Activate Deactivate NA

University Address: _____ CATCard Effective Date: _____

Explain need
for key/access:

University of Vermont policy may require training for the access being requested. Such trainings may include and are not limited to: Bio-Safety, Laboratory Safety, and Fall Hazard Training. Please be sure that all required training(s) have been completed and/or are current before requesting access or keys.

Building Name	Room #(s)	# of keys	Key Number (if known)	CATCard Access? Yes/No	Is training required for access?	If Yes, type of training	Date Training Completed

Duration of Access: Permanent Temporary If Temporary: Key Return/Deactivation Date:

TO BE COMPLETED BY DEPT CHAIR/DIRECTOR OR DEAN

I have verified that UVM training is required for this access request and that training has been completed and is current.

I have verified that UVM training is not required for this access request.

Name of Dept. Chair/Director or Dean	Signature of Dept. Chair/Director or Dean Date
Name - Provost (GM key only)	Signature of Provost Date
Name - Vice President (GGM and GM keys only)	Signature of Vice President Date

ISSUANCE OF KEYS

Key recipient will be e-mailed when keys are ready for pickup. **Pick up keys at 284 East Avenue, Room 203.**

Monday-Friday 6:30 am – 4:30 pm. Recipient must show **UVM ID** and sign for keys to acknowledge recipient will:

- Maintain security of any keys issued;
- Report the loss/theft of key(s) immediately to UVM Police Services and to Dept. Chair/Director, and submit a new key request form for replacement; and
- Return all University keys, upon transfer or termination, to the University Lock Shop

Recipient Name (Please Print):	Signature:	Date of Pickup: