



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. Submit completed form to:
If Requesting **CATcard only**, email: catcard@uvm.edu or Campus Mail: CATcard, 48 University Place (656-4509)
If Requesting both **Key and CATcard**, email: lockshop@uvm.edu or Campus Mail: Lockshop, 284 East Avenue (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: _____
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 emailed by Service Operations Support (SOS) when keys are ready for pickup. Key pickup is **By Appointment Only, Monday-Friday, 6:30 am – 4:30 pm at 284 East Avenue.** Recipient must show **UVM ID** and sign for keys acknowledging that the recipient will:

1. Maintain security of any keys issued;
2. Report the loss/theft of key(s) immediately to UVM Police Services and to Dept. Chair/Director,
3. Return all University keys, upon transfer or termination, to the University Lock Shop

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