

# Key Request Form

Please fill out form and print. Afterwards, obtain necessary signatures, and turn in to MEB 132 or MEB 143a

UW Mechanical Engineering  
4000 15th Ave NE, Box 352600 (MEB)  
Seattle, Washington  
98195  
Phone: 206-543-5090  
Fax: 206-685-8047  
www.me.washington.edu

<b>Building:</b>	<input type="text"/>	<b>Requesting Key for Door/Room:</b>	<input type="text"/>
<b>Name:</b>	<input type="text"/>		
<b>Student ID:</b>	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		
<b>Phone:</b>	<input type="text"/>		
<b>Email Address:</b>	<input type="text"/>		
<b>UW Department:</b>	<input type="text"/>		
<b>Affiliation:</b>	<input type="text"/>		

## Authorized to use this key by:

<b>Name:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>
<b>UW Department:</b>	<input type="text"/>
<b>Key Use Expiration Date:</b>	<input type="text"/>

**Authorizer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I will not lend or transfer this key nor allow it to be duplicated and I will either return or renew the key by the expiration date. You will be charged \$10.00 per lost key.

**Key Requester Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### For Office Use Only

Key Number \_\_\_\_\_  
Sub Number \_\_\_\_\_  
Key Chain Number \_\_\_\_\_