

# Institute of Human Development Key Request Form

*Please complete the following request. Note that key request(s) without authorizing signatures will not be processed.*

## SECTION I: TO BE COMPLETED BY REQUESTOR

Name _____	<input type="checkbox"/> Faculty	<input type="checkbox"/> Graduate
Local Address _____ _____	<input type="checkbox"/> Staff	<input type="checkbox"/> Undergraduate
Local Phone (____) _____	<input type="checkbox"/> Other _____	
Permanent Address _____	PI _____	
Permanent Phone (____) _____	Employee or Student Id #: _____	
University Email _____	<i>(Use SSN if no Employee or Student ID#)</i>	

**I understand and agree to the following:**

- 1) **The deposit per key is \$10. Payable **ONLY** by check to UC Regents.**
- 2) I will report any lost or stolen key(s) to the IHD administrative assistant.
- 3) The key(s) are issued for my exclusive use and may not be duplicated, loaned, or used to allow any unauthorized person into the IHD.
- 4) The key(s) are to be returned under the following conditions: (a) upon request by the Director or the Executive Officer, (b) at the end of my affiliation with the IHD, or (c) if office/lab space is reallocated and new keys are issued. (\*See Reverse)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## SECTION II: APPROVAL SIGNATURES

I authorize the above request for the following keys (please circle):

Tolman   IHD   OTHER: \_\_\_\_\_

PI or Authorized Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

# Of Keys \_\_\_\_\_ (X \$10 /ea.) = \_\_\_\_\_      Key Deposit:   \_\_\_ Paid by Key Holder      \_\_\_ Waived

IHD Executive Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

## SECTION III: TO BE COMPLETED BY KEY CONTROLLER

Room	Serial #	Date Out	Deposit Amt.	Issued By	Entered/Access	Proj. Rt. Date	Return Date



Anyone who no longer works for the department is required by Campus Access Control Policy, and by law, to surrender his/her department keys to the Department Access Key Controller. Form 84 notes the legal consequences of the failure to return keys as an employee's separation and should be addressed when keys are issued, but if a separated employee fails to surrender the keys, inform him/her again that they are in violation of the law, pursuant to California State Penal Code Section 469 which states:

*"Any person who knowingly makes, duplicates, causes to be duplicated, or uses or attempts to make, duplicate, cause to be duplicated, used or has in his possession any key to a building or other area owned, operated, or controlled by the State of California...or any state agency.. without authorization from the person in charge of such building or his designated representative, and with knowledge of the lack of such authorization is guilty of a misdemeanor."*