

**\*\*IF YOU HAVE LOST OR HAD A KEY STOLEN FILL OUT THE LOST KEY FORM FIRST TO GET A REPLACEMENT\*\***

**1. AGENCY INFORMATION - REQUESTOR**

Rev. 1 - 09/29/2023

BUILDING COORDINATOR:		REQUEST DATE	
DEPARTMENT – DIVISION:		BUILDING NAME	
MSC# and Zip Only:		TELEPHONE #	
REQUESTOR		BUILDING NAME	
AGENCY		ADDRESS	

**2. EMPLOYEES WILL BE INFORMED TO FOLLOW AND ACCEPT THE GUIDELINES BELOW BEFORE KEYS CAN BE DISTRIBUTED**

- a) FMD Security Systems is the only authorized agency to duplicate keys for State Government Facilities
- b) The Building Coordinator is the ONLY individual authorized to order keys
- c) The Requesting Party is RESPONSIBLE for the CONTROL and USE of each key
- d) In the event of the termination of the person assigned the key, the key shall be returned or If key is changing hands Security Systems MUST be notified to re-assign the key to the new personnel
- e) The Building Coordinator shall process the electronic form by utilizing the (ReaDY Application Portal)
- f) “Save As” a .pdf document and attach the form in the (ReaDY Application Portal) before submitting request
- g) All improperly filled out forms will be rejected. A new ReaDY Request will then need to be created
- h) More than (1) form can be used for (1) workorder - Attach multiple completed forms in your ReaDY Request if needed

**3. ENTER REQUESTED KEY INFORMATION BELOW:**

ITEM	KEY CODE	ROOM NUMBER	KEY HOLDER NAME	DL LAST 4 OR NC STATE ID #	SECURITY SYSTEMS USE ONLY
Key Core Desk Key					
Key Core Desk Key					
Key Core Desk Key					
Key Core Desk Key					
Key Core Desk Key					
Key Core Desk Key					
SPECIAL INSTRUCTIONS:					

**YOU WILL SIGN FOR KEYS AND CORES AT PICKUP**

SIGNATURE:	Date:
------------	-------

TYPE NAME:
------------