

ORG ID: \_\_\_\_\_

### Authorized Signatures for Requesting Keys in CIS

Please complete the Authorized Keys form and have it signed by you and your department's approving officer. If you're unsure who that is, contact Building Access.

Upload the completed form to our [Work Order System](#)

Select: **Common Problem** → **Access – Locksmith Services (Physical Keys)**.

Organization Name and Number (ORG ID): \_\_\_\_\_

Department Head Signature of Approval: \_\_\_\_\_

#### Authorized Requestors:

Requestor #1:

Name \_\_\_\_\_ UNID: \_\_\_\_\_

Signature: \_\_\_\_\_

Requestor #2:

Name \_\_\_\_\_ UNID: \_\_\_\_\_

Signature: \_\_\_\_\_

Requestor #3:

Name \_\_\_\_\_ UNID: \_\_\_\_\_

Signature: \_\_\_\_\_

Requestor #4:

Name \_\_\_\_\_ UNID: \_\_\_\_\_

Signature: \_\_\_\_\_