

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 Name: _____

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: _____