University of Wisconsin-Superior
Parking Services Office

UW-SUPERIOR KEY ISSUANCE REQUEST FORM

Staff ☐ **Student** ☐

Name: _____
Last **First** **Middle Initial**

Department: _____ **Title:** _____
Campus Address: _____ **Campus Phone:** _____
University ID#: _____
Email Addresss _____ **Home Phone:** _____
Home Address: _____
City State Zip Code

Key Description	Bldg/Room #/Program	Key Code	Date Issued	Received By	Date Returned

Signature Date

Department Chair: _____ _____
Facilities Management: _____ _____
Campus Safety: _____ _____
Cabinet Member: _____ _____
Chancellor/Provost: _____ _____

I understand that the keys described on this form remain the property of the University of Wisconsin-Superior and may be recalled at any time by the Key Manager. I have read the University Key Policy and I am aware of the legal requirements and my responsibilites relating to the use of University keys. I understand that if I should lose or have stolen any keys issued to me that I must notify the Key Manager at once and I agree to pay the fine of $50.00 for each Change Key, $100.00 for any Program Master, $100.00 for any Building Entrance, $200.00 for a Master and $500.00 for a Great Grand Master.

No Keys will be assigned until this agreement is signed by the person receiving the keys.

_____ _____
Signature of person receiving keys **Date**

_____ _____
Signature of Key Manager/Designee **Date**

Definition of Key Levels:
The following are the various levels of keys issued by the university based on eligibility of the key holder:
a) Change Key: Operates an individual lock.
b) Entrance key: Operates building entrances only.
c) Program Master: Operates multiple doors within an individual program area.
d) Building Master: Operates all door locks in the entire building
e) Grand Master: Operates most doors in multiple buildings.
f) Great Grand Master: Operates all locks under the various master and grand master keys already established.