



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 Address: _____ Home Phone: _____
Home Address: _____

Key Description	Bldg/Room #/Program	Key Code	Date Issued	Received By	City	State	Zip Code

Signature _____ Date _____

Dept. Chair/Supervisor: _____
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 responsibilities 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 USB or 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
- g) USB Dual Factory Key: Provides second factor authentication for access to campus data.