

Lost or Stolen Key Report Form

Complete this form when key(s) are lost, stolen or otherwise misplaced. Stolen key reports will require UHPD case number in addition to this form. Deliver completed form to: Key Access Services, 4211 Elgin St. Rm.123 Houston TX 77204 (General Services Building). Forms received by email will not be processed.

PLEASE PRINT/TYPE

Key Holder Last Name: _____ Department: _____

Key Holder First Name: _____ Employee ID#: _____

Phone Number: _____ Email: _____

Did this occur: On Campus Other (address): _____

Date of loss: _____ UHPD Case No: _____

Please describe the events as best known, including all details that could possibly compromise security.

KEY(S) INFORMATION:

A key audit may be conducted to ensure proper accountability of keys.

Building	Room No.	Type of Space (office, lab, classroom, etc.)	Key Number (KAS use only)	Copy Number (KAS use only)

I acknowledge that Facilities/Construction Management working in conjunction with Campus Safety is authorized to determine if rekeying is necessary as outlined in the [Key Control Policy](#).

Key Holder Signature

Date