

Operations and Maintenance
 70 Campbell Drive – MA 106
 Highland Heights, KY 41099
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Key Transfer Request Form

ALL key holder information & department signatures must be included or the key request will be returned.

Transfer From:		Tag Number:	
Transfer To:		Tag Number:	
New Key Holder Employee Number:		New Key Holder ISO Number:	
Request Date:		Designee Signature:	
Requestor Department:		New Key Holder Signature:	
Submitted By: Phone #:			
List of keys being transferred:			For O&M Use Only
			<input type="checkbox"/> Approved
			<input type="checkbox"/> Denied
			Key Control

Check One: ☐ Staff ☐ Faculty ☐ Student ☐ Contractor

Key Control:

- NKU issued keys must stay attached to the key tag they were assigned to.
- Replacement Change keys and tags cost \$10.
- Replacement Sub-master and Master keys cost \$50.
- No NKU key may ever be copied.
- Lending out NKU issued keys is strictly prohibited.