

Card Access / Key Request Form

Key Policy:

1. Transference of keys or possession of transferred keys is prohibited by state law through Article 27, Section 336B of the Annotated Code of Maryland which reads in part "it is unlawful to redistribute, manufacture, duplicate or possess keys capable of being used in locks in or on property owned or leased by the State, unless authorized to do so." This applies to any university key marked "U of M", "Unlawful to Duplicate" or "Do not Duplicate". Violation is subject to penalty at the discretion of Department Chair.
2. Please report lost keys to Gabrielle Madison, 3179P Glenn L Martin Hall, 301-405-5089. The cost of a replacement key is \$15. No new keys will be issued until payment of lost key has been received.
3. I understand that at the end of my term, I am to turn keys in to the Aerospace Main Office, 3179 Martin Hall. Failure to turn in my key may result in the withholding of my diploma and/ or last paycheck.

UID: _____ Email Address: _____

First Name: _____

Last Name: _____

I am affiliated with _____ as a _____
(Advisor Name) (ie. GRA, Undergrad, Intern)

NOTE: If the room you are applying for has more than one room number, please list ALL room numbers

	Ent	Key	Card	Bldg #	Room #	Card Access Validity		For internal use only	
						Begin Date	End Date *	KB	Key #
Entrance	_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____	_____

I acknowledge that I understand the key policy and received the key(s) requested above:

Recipient's signature Date: _____

Signed & Approved by: _____ Date: _____
Advisor's signature

*** ALL CARD ACCESS REQUESTS REQUIRE AN EXPIRATION DATE**

Return form to Aerospace Engineering:

Teresa Maxwell
 3179 Martin Hall
 tmaxwel3@umd.edu

Laura Thorsen
 3179D Martin Hall
 lthorsen@umd.edu

Processed to BSS
 ____/____/____
 (initials)