



Te6mVisiofi Exterfi6l Key Issu6fice Form (Vefidor)

Name _____ Position _____

Key Number _____ Key Description / Usage _____

Key Issuance Agreement: In return for the issuance of this key, I agree **1)** not to give or loan the key to others; **2)** not to make any attempts to copy, alter, or reproduce the key; **3)** to use the key for authorized purposes only; **4)** to safeguard and store the key securely; **5)** to immediately report any lost or stolen keys; **6)** to produce or surrender the key upon official request; **7)** agree not to divulge alarm codes or company information; **8)** assume responsibility for damage/loss for failure to secure the building; **9)** agree that violation of agreement may result in key privileges being revoked

Signature _____ Date _____

Issue Type: ☐ Standard
☐ Temporary Due Date _____
☐ Reissue Reason _____

Authorizer's Signature _____ Date _____

Print Name _____ Position _____

Issued By _____ Date _____

Print Name _____ Position _____

KEY RETURN

Return Date _____ Returned By _____

Reason _____

Key Not Returned:

☐ Lost ☐ Stolen ☐ Damaged ☐ Other

Explain Circumstances: _____

Manager Signature _____