



Employee Lost Key Report Form

The only purpose of this form is to report missing brass keys. To replace a lost brass key, please have an authorized individual submit an Access Control Request in tandem with this report.

This form is not needed for missing key cards/fobs. Please simply notify Public Safety and have an Access Control Request submitted for a replacement.

Employee name: _____ Date: _____ Time: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone #: _____ Employee ID#: _____

Date and time of loss: _____ Location lost: _____

Last seen: _____

Circumstance of loss:

Police report filed? (Circle one) YES NO PD Case#: _____

Supervisor notified? (Circle one) YES NO

Signature of employee: _____

FOR HCDPS OFFICE USE ONLY:

Keys lost (including U# from key records):

Enclosure ()