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):

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<th>U#</th>
<th>Description</th>
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Enclosure ( )