

YORK COLLEGE LOST/STOLEN KEY REPORT FORM

Lost or stolen keys must be reported to Campus Safety immediately and are subject to a charge for the replacement of those items, as well as any other associated costs for lock changes. Please refer to the York College key control policy for additional information including a detailed fee schedule. Please complete all fields (front & back)! Please write legibly!

Name: _____	YCP ID No.: _____
Department: _____	Job Title: _____
Work Phone: _____	Work Email: _____
Office Address: _____ <i>Please include Building Name and Room Number</i>	

Personnel Type (check one): <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractor
Employment Status (circle one): Full-Time Adjunct Part-Time Workstudy Intern Student Organization

INSTRUCTIONS:

1. Complete and submit this report in its entirety to Campus Safety immediately upon discovering key(s) have been lost/stolen.
2. Replacement keys must be ordered using the "Key Request Form." Signature of the appropriate authorizing party must be obtained prior to submitting the new request form to Campus Safety.
3. Replacement keys will not be issued unless a lost/stolen key report form is completed.
4. Replacement keys take two weeks to be cut and made ready for issue.

NOTE: Lost Key charges will be refunded if keys are found and turned in to Campus Safety **within 30 days of loss.**

Date Key(s) Lost/Stolen: _____	Did this Occur: <input type="checkbox"/> On Campus <input type="checkbox"/> Off Campus
Last Known Location: _____	

LOST KEY(S) INFORMATION:			FOR OFFICE USE ONLY	
Building Name	Room Name/Number	Key Stamp (if known)	Key Type	Fine Amount
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

(Continued on reverse side)

