

# KEY

KEY & CORE REQUEST FORM  
North Carolina Department of Administration  
Division of Facility Management-Security Systems  
984-236-0460

# CORE

**\*\*IF YOU HAVE LOST OR HAD A KEY STOLEN FILL OUT THE LOST KEY FORM FIRST TO GET A REPLACEMENT\*\***

1. AGENCY INFORMATION - REQUESTOR

BUILDING COORDINATOR:		REQUEST DATE	
DEPARTMENT – DIVISION:		BUILDING NAME	
MSC# and Zip Only:		TELEPHONE #	
REQUESTOR		BUILDING NAME	
AGENCY		ADDRESS	

2. EMPLOYEES WILL BE INFORMED TO FOLLOW AND ACCEPT THE GUIDELINES BELOW BEFORE KEYS CAN BE DISTRIBUTED

- a) FMD Security Systems is the only authorized agency to duplicate keys for State Government Facilities
- b) The Building Coordinator is the ONLY individual authorized to order keys
- c) The Requesting Party is RESPONSIBLE for the CONTROL and USE of each key
- d) In the event of the termination of the person assigned the key, the key shall be returned or If key is changing hands Security Systems MUST be notified to re-assign the key to the new personnel
- e) The Building Coordinator shall process the electronic form by utilizing the (ReaDY Application Portal)
- f) "Save As" a .pdf document and attach the form in the (ReaDY Application Portal) before submitting request
- g) All improperly filled out forms will be rejected. A new ReaDY Request will then need to be created
- h) More than (1) form can be used for (1) workorder - Attach multiple completed forms in your ReaDY Request if needed

3. ENTER REQUESTED KEY INFORMATION BELOW:

ITEM	KEY CODE	ROOM NUMBER	KEY HOLDER NAME	DL LAST 4 OR NC STATE ID #	SECURITY SYSTEMS USE ONLY
Key Core Desk Key					
Key Core Desk Key					
Key Core Desk Key					
Key Core Desk Key					
Key Core Desk Key					
Key Core Desk Key					
	SPECIAL INSTRUCTIONS:				

**YOU WILL SIGN FOR KEYS AND CORES AT PICKUP**

SIGNATURE:	Date:
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TYPE NAME:
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