

# LOST

LOST OR STOLEN KEY FORM  
North Carolina Department of Administration  
Division of Facility Management-Security Systems  
984-236-0460

# KEY

1. AGENCY INFORMATION

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 submit form to Security Systems for lost keys
- c) The Requestor will bear the cost of re-keying and/or re-coring of lock in the event the agency will not accept these costs
- d) If applicable, submit police report information i.e. time, date, precinct, etc.
- e) The Building Coordinator shall process the electronic form by utilizing the AIM\ReADY Web Portal
- f) "Save As" a pdf document and attach the form in the AiM/ReaDY Portal before submitting request
- g) All improperly filled out forms will be rejected. A new ReaDY Request must then be submitted correctly

3. LOST KEY(S) INFORMATION TO BE ENTERED BELOW:

KEY CODE	ROOM NUMBER	KEY HOLDER NAME	DL LAST 4 OR NC STATE ID #	SECURITY SYSTEMS USE ONLY

WHEN WAS/WERE THE KEY(S) LOST?
WAS THE LOSS REPORTED?
POLICE REPORT #
ADDITIONAL INFORMATION:

**A NEW KEY & CORE REQUEST FORM MUST BE FILLED OUT BEFORE A REPLACEMENT KEY CAN BE PROVIDED TO THE EMPLOYEE**

**I hereby understand and agree to abide by these terms and conditions**

Signature:

Date:

PRINT NAME:

\*\*\*SECURITY SYSTEMS USE ONLY\*\*\*

Rev. 1 - 03/04/2021

WORK ORDER NUMBER: