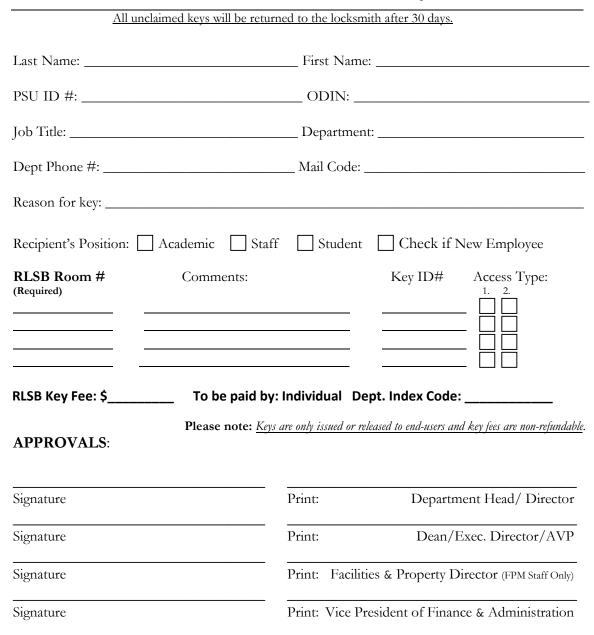
## **RLSB KEY AUTHORIZATION & REQUEST**





## **Instructions:**

Room/Office/Suite......

- \* Form must be filled out with ink. (No pencil)
- \* Do not print on the reverse side
- \* If this is a lost key you must include a Lost/Stolen Key Report:
  - http://www.pdx.edu/facilities/access-control
- \* Authorization Forms are accepted at the FPM Customer Service Center, second floor of the University Services Building.
- \* Card Key access is not requested on this form. Card access is requested through CPSO following this link: <a href="http://www.pdx.edu/cpso/access-request">http://www.pdx.edu/cpso/access-request</a>

Access Type Requested & Required Authorization Signature

Master	Department Head/Director & Dean/
	Administrative Officer or FPM Director

(FPM/CPC/EH&S Staff Only)

Department Head/Director

Date Stamp (FPM Front Desk use only)