



Form 1410 FR.04
Lockshop Key Request

Revised 6/20/2017

Lockshop Locations: Central Campus: 344 Winchester Avenue Phone: 203-436-5296
 YSM & West Campus: 200 South Frontage Road Phone: 203-785-3075

*** Keys must be assigned to individuals holding and using key ***

(Please give building names and room numbers. Failure to provide this information may result in delay of your order).

<ul style="list-style-type: none"> This form requires a TCN #. To get one, click here: TCN Use this form to request any key: new, replacement, master, or any special key order For Campus lock repairs, click here: Facilities Work Request (FWR) 	TCN #:	Date Received:
	Check One:	
Please check your location: <input type="checkbox"/> Central Campus OR <input type="checkbox"/> YSM / West Campus	<input type="checkbox"/> New Key <input type="checkbox"/> Master Key <input type="checkbox"/> Special Key Order	<input type="checkbox"/> Lost Key <input type="checkbox"/> Damaged Key (Key must be returned to Lockshop)

Individual Key(s) will be Assigned to:	NetID:	Phone:	Department & Campus Mail Address:
Key Coordinator's Name:	NetID:	Phone:	Department & Campus Mail Address:

Signature of Authorizing Key Coordinator:	
Notes / Special Instructions:	

Please Enter Charging Instructions:							
Yale Designated	Gift	Cost Center	Program	Project	Location	Spend Category	Assignee

Keys Required (Please give building names and room numbers):				
Quantity:	Code	Building	Room #:	For Lockshop Only
				Total Cost (Dollar Amount):

Authorizations			
Approved by (Lockshop Management):		Date:	
Received by (Signature of Recipient of Key(s)):		Date:	

Key Request Instructions:

- Save this form to your desktop, complete it, and email it to one of the following email addresses:
 - ysm.key.requests@yale.edu for YSM or West Campus keys
 - central.key.requests@yale.edu for Central Campus keys
- Be sure to email it from the saved location on your desktop

Questions? Send your questions to one of the email addresses above.