



**Form 1410 FR.04**  
**Lockshop Key Request**

Revised 5/30/2024

Lockshop locations: Central campus 344 Winchester Avenue Phone: 203-432-6888  
Medical and west campuses 200 South Frontage Road

**Note that keys must be assigned to individuals holding and using key.**

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

<ul style="list-style-type: none"> <li>This form requires a transaction control number (TCN). To get one, <a href="#">click here</a>.</li> <li>Use this form to request any key: new, replacement, master, or any special key order</li> <li>For campus lock repairs, click here: <a href="#">Facilities work request (FWR)</a></li> </ul>	<b>TCN #</b>	<b>Date received</b>
	<b>Check one</b>	
Please check your location: <input type="checkbox"/> Central campus or <input type="checkbox"/> Medical and west campuses	<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 the Lockshop)

Individual key(s) will be assigned to	NetID	Phone	Department and campus mail address
Key coordinator's name	NetID	Phone	Department and campus mail address

<b>Signature of authorizing key coordinator</b>	
<b>Notes and/or special instructions</b>	

Please enter charging instructions							
Yale designated	Gift	Cost center	Program	Project	Location	Spend category	Assignee

Keys required (please provide the building names and room numbers)				
Quantity	Code	Building	Room #	For the Lockshop only
			<b>Total cost (dollar amount)</b>	

Authorizations			
<b>Approved by (Lockshop management)</b>		<b>Date</b>	
<b>Received by (signature of recipient of key[s])</b>		<b>Date</b>	

**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](mailto:ysm.key.requests@yale.edu) for medical or west campus keys.
  - [central.key.requests@yale.edu](mailto:central.key.requests@yale.edu) for central campus keys.
- Be sure to email it from the saved location on your desktop.

**Questions? Send your inquiry to one of the email addresses above based on your requested campus area.**