

## Card Access / Key Request Form

**Key Policy:**

1. Transference of keys or possession of transferred keys is prohibited by state law through Article 27, Section 336B of the Annotated Code of Maryland which reads in part "it is unlawful to redistribute, manufacture, duplicate or possess keys capable of being used in locks in or on property owned or leased by the State, unless authorized to do so." This applies to any university key marked "U of M", "Unlawful to Duplicate" or "Do not Duplicate". Violation is subject to penalty at the discretion of Department Chair.
2. Please report lost keys to Laura Thorsen, 3181 Glenn L Martin Hall, 301-405-1136. The cost of a replacement key is \$15. No new keys will be issued until payment of lost key has been received.
3. I understand that at the end of my term, I am to turn keys in to the Aerospace Main Office, 3179 Martin Hall. Failure to turn in my key may result in the withholding of my diploma and/ or last paycheck.

UID: \_\_\_\_\_ Email Address: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

I am affiliated with \_\_\_\_\_ as a \_\_\_\_\_

(Advisor Name)

(ie. GRA, Undergrad, Intern)

**NOTE:** If the room you are applying for has more than one room number, please list ALL room numbers

	Key	Card	Bldg #	Room #	Card Access Validity		For internal use only	
					Begin Date	End Date *	KB	Key #
<b>Entrance</b>	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____

I acknowledge that I understand the key policy and received the key(s) requested above:

\_\_\_\_\_  
*Recipient's signature*      Date: \_\_\_\_\_

Signed & Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Advisor's signature*

**\* ALL CARD ACCESS REQUESTS REQUIRE AN EXPIRATION DATE**

After obtaining Advisor's signature, return form to:

Laura Thorsen  
Dept of Aerospace Engineering  
Bldg 088, Room 3179D  
Phone: X-51136

**OR**

Michael Jones  
Dept of Aerospace Engineering  
Bldg 088, Room 3179G  
Phone: X-51121