



KEY RETURN FORM

Return to: Campus Police, Southern Baptist Theological Seminary

All returned keys must be delivered to Campus Police by the key holder or supervisor to ensure proper documentation. A receipt will be issued by Campus Police Personnel for returned keys. Campus Police will enter the information on the original issue form and enter the data into the database.

Last Name: _____ First: _____ Middle Initial: _____ ID #: _____

Signature: _____ Dept: _____

Key Holder's E-mail: _____ Date: _____

KEYS ARE NOT ALLOWED TO BE GIVEN TO ANOTHER EMPLOYEE WITHOUT PERMISSION FROM THE DIRECTOR OF CAMPUS POLICE OR THE COORDINATOR OF SAFETY AND KEY/ACCESS CONTROL.

		Campus Police USE ONLY		
Building	Door# and description	Key ID #	Issued By:	Received By:
	Door #			
	Door #			
	Door #			
	Door #			
	Door #			
	Door #			
	Door #			

I confirm the above keys have been returned.

Key holder's or Supervisor (PRINT NAME): _____

Key holder or Supervisor's Signature: _____ Date: _____

Authorized by Campus Police : _____	Date: _____
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