



Department Authorized Agent Notification Form

WKU key policy requires each department to have a current authorized agent Notification Form on file in the University Lock Shop prior to key issuance. The Authorized agent will also assign a designee who will be responsible for key authorization in his/her absence.

The completed Authorization Form can be faxed to the University Lock Shop at 745-2892.

Authorized Agent: Department Dean; Director of Facilities; Director of Housing; Chief of Police, Director of PDC, or Director of Athletics. Who is solely responsible for the issuance, control, and return of keys for a unit or department.

Designee: A responsible person within a department who answers directly to the department head who can authorize the issuance of keys for a department in the absence of the Authorized Agent.

Authorized Agent:

Department _____ Date _____

Name: _____ Signature: _____

Title: _____ Phone _____

E-Mail _____

Designee:

Department _____ Date _____

Name: _____ Signature: _____

Title: _____ Phone _____

E-Mail _____

Note: Where the master key operates locks within more than one department, the key request must include approval from the authorized agent in all affected departments.