



Department Authorized Agent Notification Form

WKU key policy requires each department to have a current Authorized Agent Notification Form on file with WKU Access Control 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 WKU Access Control at 745-2892.

Authorized Agent: Vice President, Dean or Department Head 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: _____ Title: _____

Phone: _____ E-Mail _____

Signature: _____ NetID Username: (xxx#####) _____

Designee:

Department _____ Date _____

Name: _____ Title: _____

Phone: _____ E-Mail _____

Signature: _____ NetID Username: (xxx#####) _____

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.