

How to: Fill out the Key/Core Request Form



The Building Coordinator must fill in the highlighted top portion of the form for processing. This information is required so we can cross-reference the validity of the individual. Refer to Section 5 for more information.

KEY

KEY & CORE REQUEST FORM
 North Carolina Department of Administration
 Division of Facility Management-Security Systems
 984-236-0460

CORE

****IF YOU HAVE LOST OR HAD A KEY STOLEN FILL OUT THE LOST KEY FORM FIRST TO GET A REPLACEMENT****

1. AGENCY INFORMATION - REQUESTOR

BUILDING COORDINATOR:		REQUEST DATE	
DEPARTMENT - DIVISION:		BUILDING NAME	
MSC# and Zip Only:		TELEPHONE #	
REQUESTOR		BUILDING NAME	
AGENCY		ADDRESS	

2. EMPLOYEES WILL BE INFORMED TO FOLLOW AND ACCEPT THE GUIDELINES BELOW BEFORE KEYS CAN BE DISTRIBUTED

- a) FMD Security Systems is the only authorized agency to duplicate keys for State Government Facilities
- b) The Building Coordinator is the ONLY individual authorized to order keys
- c) The Requesting Party is RESPONSIBLE for the CONTROL and USE of each key
- d) In the event of the termination of the person assigned the key, the key shall be returned or If key is changing hands Security Systems MUST be notified to re-assign the key to the new personnel
- e) The Building Coordinator shall process the electronic form by utilizing the (ReaDY Application Portal)
- f) "Save As" a .pdf document and attach the form in the (ReaDY Application Portal) before submitting request
- g) All improperly filled out forms will be rejected. A new ReaDY Request will then need to be created
- h) More than (1) form can be used for (1) workorder - Attach multiple completed forms in your ReaDY Request if needed

3. ENTER REQUESTED KEY INFORMATION BELOW:

ITEM	KEY CODE	ROOM NUMBER	KEY HOLDER NAME	DL LAST 4 OR NC STATE ID #	SECURITY SYSTEMS USE ONLY
<input type="checkbox"/> Key <input type="checkbox"/> Core <input type="checkbox"/> Desk Key					
<input type="checkbox"/> Key <input type="checkbox"/> Core <input type="checkbox"/> Desk Key					
<input type="checkbox"/> Key <input type="checkbox"/> Core <input type="checkbox"/> Desk Key					
<input type="checkbox"/> Key <input type="checkbox"/> Core <input type="checkbox"/> Desk Key					
<input type="checkbox"/> Key <input type="checkbox"/> Core <input type="checkbox"/> Desk Key					
<input type="checkbox"/> Key <input type="checkbox"/> Core <input type="checkbox"/> Desk Key					
SPECIAL INSTRUCTIONS:					

YOU WILL SIGN FOR KEYS AND CORES AT PICKUP

SIGNATURE:  Date:

TYPE NAME:

How to: Fill out the Key/Core Request Form

- General rules and guidelines for Agency Employees. These guidelines must be followed, or key privileges can be removed. *Refer to Section 5 for more information.*

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- c) The Requesting Party is **RESPONSIBLE** for the **CONTROL** and **USE** of each key
- d) In the event of the termination of the person assigned the key, the key shall be returned or If key is changing hands Security Systems **MUST** be notified to re-assign the key to the new personnel
- e) The Building Coordinator shall process the electronic form by utilizing the (ReaDY Application Portal)
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SPECIAL INSTRUCTIONS:					

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SIGNATURE:	Date:
TYPE NAME:	

Revision 4 - 03/04/2021

How to: Fill out the Key/Core Request Form

- Fill all applicable form blocks for key request. If not done correctly, request may be rejected, and a new ReaDY request will need to be submitted. Refer to Section 5 for more information.

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SPECIAL INSTRUCTIONS:					

YOU WILL SIGN FOR KEYS AND CORES AT PICKUP

SIGNATURE:	Date: <input style="width: 90%;" type="text"/>
TYPE NAME: <input style="width: 95%;" type="text"/>	

Revision 4 - 03/04/2021

How to: Fill out the Key/Core Request Form

- The Key holder will print, sign and date when they pick-up key(s).

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SPECIAL INSTRUCTIONS:					

YOU WILL SIGN FOR KEYS AND CORES AT PICKUP

SIGNATURE: Date:

TYPE NAME:

Revision 4 - 03/04/2021

How to: Fill out the Key/Core Request Form

Instructions:

- **Make sure to select one proper box for items needed for each line. Key or Core or Desk Key. Then add appropriate identifiers i.e., key code, room number, name of keyholder and Last 4 of ID provided for that line. Use multiple lines if needed.**
- Once the form has been filled out up to the “special Instructions” line you will “Save As” the requestors name and the current date.
 - ❖ Last Name, First Name and current date format
Example: Peters, James 04012021
- When you are in the ReaDY application and prompted to submit your form, attach this form to the portal for processing.
- The Security Systems office will complete the order and notify the Building Coordinator when the key(s) are ready for pickup.
- The Key Holder should be the only person who can pick up the keys. They become responsible for the possession and control of said key(s). The Building Coordinator can receive keys or a proxy may be used if assigned by the Building Coordinator.
- In the event of loss or mishandling of the key(s) the keyholder will incur the replacement costs and/or potential inquiry about the handling procedures used when controlling key(s).
- Signature occurs when key(s) are picked up by the keyholder/requestor or assigned responsible party

NOTE: Multiple entries can be made on one form if the keys are being given to the same employee only. Do not fill out the form for multiple employees as there is no way to track these keys without a signature from the responsible employee receiving the key.

Multiple forms can be submitted on (1) workorder provided each form is for (1) individual. So, if there are 4 employees requiring keys attach 4 separate individual forms in ReaDY for that order.

All replacement keys require that a Lost Key Form be submitted before a new key can be cut for the keyholder. If the keyholder is on file having a key and a request comes through for another it will be rejected until the Lost Key form is submitted.

When ordering cores this predisposes the locksmith to come to the site and install the corresponding core for the requested key into that specific lock cylinder.

A keyholder would never receive a core as this is an internal function of Lock Shop Personnel.

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Any questions or inquiries can be forwarded to:

Security Systems Office

120 West Lane Street

Raleigh, NC 27603

984-236-0460

security.systems@doa.nc.gov