1

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 | | North Carolina Dision of Facility I | ORE REQUEST FORM epartment of Administr Management-Security \$ 184-236-0460 | ation Coystems | ORE |
|--|--|--|--|--|--|---|
| | HAVE LOST OR | | | OUT THE LOST KEY FO | RM FIRST TO G | ET A REPLACEMENT* |
| de la company | madenina entre o | RECOUESTO | | | | |
| | COORDINATOR: | | | REQUEST DATE | | |
| MSC# and Z | NT - DIVISION: ip Only: | | | BUILDING NAME TELEPHONE # | | |
| | | 1 | | | | |
| REQUESTOR | R | | | BUILDING NAME | | |
| AGENCY | | | | ADDRESS | | |
| el The Build | | | | | P : Application P | vi sull |
| g) All impro | " a .pdf documer operly filled out f | nt and atta forms will be used for | ch the form in the be rejected. A new (1) workorder - A | e (ReaDY Application Port v ReaDY Request will then ttach multiple completed | al) before submi need to be creat | tting request ted |
| f) "Save As g) All impro h) More the ENTER REQ | " a .pdf documer operly filled out f an (1) form can b | orms will to e used for DRMATION | ch the form in the be rejected. A new (1) workorder - A | (ReaDY Application Port ReaDY Request will ther | al) before submi need to be creat | tting request ted |
| f) "Save As g) All impro h) More that ENTER REQ ITEM | " a .pdf documer operly filled out f an (1) form can b UESTED KEY INFO | orms will to e used for DRMATION | ch the form in the be rejected. A new (1) workorder - A BELOW: | e (ReaDY Application Port | al) before submi need to be creat forms in your Re | tting request ted caDY Request if needed SECURITY SYSTEMS |
| f) "Save As g) All impro h) More that ENTER REQ ITEM Key Core Desk Key Core Desk Key Desk Key | " a .pdf documer operly filled out f an (1) form can b UESTED KEY INFO | orms will to e used for DRMATION | ch the form in the be rejected. A new (1) workorder - A BELOW: | e (ReaDY Application Port | al) before submi need to be creat forms in your Re | tting request ted caDY Request if needed SECURITY SYSTEMS |
| f) "Save As g) All impro h) More that ENTER REQ! ITEM Key Core Desk Key Key Core Desk Key Key Core Desk Key | " a .pdf documer operly filled out f an (1) form can b UESTED KEY INFO | orms will to e used for DRMATION | ch the form in the be rejected. A new (1) workorder - A BELOW: | e (ReaDY Application Port | al) before submi need to be creat forms in your Re | tting request ted caDY Request if needed SECURITY SYSTEMS |
| f) "Save As g) All impro h) More that ENTER REQ ITEM Key Core Desk Key Key Core Desk Key Key Core Core | " a .pdf documer operly filled out f an (1) form can b UESTED KEY INFO | orms will to e used for DRMATION | ch the form in the be rejected. A new (1) workorder - A BELOW: | e (ReaDY Application Port | al) before submi need to be creat forms in your Re | tting request ted caDY Request if needed SECURITY SYSTEMS |
| f) "Save As g) All impro h) More that ENTER REQ ITEM Key Core Desk Key Ley Core Desk Key Core Desk Key Key Core Desk Key Core Core Core Desk Key | " a .pdf documer operly filled out f an (1) form can b UESTED KEY INFO | orms will to e used for DRMATION | ch the form in the be rejected. A new (1) workorder - A BELOW: | e (ReaDY Application Port | al) before submi need to be creat forms in your Re | tting request ted caDY Request if needed SECURITY SYSTEMS |
| f) "Save As g) All impro h) More that ENTER REQ! ITEM Key Core Desk Key Key Core Desk Key Key Core Desk Key Key Core Desk Key Key Core Desk Key | " a .pdf documer operly filled out f an (1) form can b UESTED KEY INFO | orms will to e used for DRMATION | ch the form in the be rejected. A new (1) workorder - A BELOW: | e (ReaDY Application Port | al) before submi need to be creat forms in your Re | tting request ted caDY Request if needed SECURITY SYSTEMS |
| f) "Save As g) All impro h) More that ENTER REQ ITEM Key Core Desk Key Core Desk Key Core Desk Key | " a .pdf documer operly filled out f an (1) form can b UESTED KEY INFO | ort and atta forms will to be used for DRMATION | ch the form in the be rejected. A new (1) workorder - A BELOW: | e (ReaDY Application Port | al) before submi need to be creat forms in your Re | tting request ted caDY Request if needed SECURITY SYSTEMS |
| f) "Save As g) All impro h) More that ENTER REQ Key Core Desk Key Core Desk Key Core Desk Key | " a .pdf documer operly filled out for an (1) form can be UESTED KEY INFO KEY CODE | ort and atta forms will to the used for ORMATION R | ch the form in the perjected. A new (1) workorder - A BELOW: OOM NUMBER | e (ReaDY Application Port | al) before submi need to be creat forms in your Re | tting request ted caDY Request if needed SECURITY SYSTEMS |

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.*

| AGENCY I | NFORMATION REQU | | OUT THE LOST KEY FO | KIVI FIKST TO G | ET A REPLACEIVIENT |
|----------------------------|------------------------|---|---|-------------------------------|---------------------------|
| BUILDING (| COORDINATOR: | | REQUEST DATE | | |
| DEPARTME | NT - DIVISION: | | BUILDING NAME | | |
| MSC# and 2 | ip Only: | | TELEPHONE # | | |
| REQUESTO | R | | BUILDING NAME | | |
| AGENCY | | | ADDRESS | | |
| g) All impro h) More th | perly filled out forms | will be rejected. A new ed for (1) workorder - A | e (ReaDY Application Port: r ReaDY Request will then ttach multiple completed | need to be creat | ted . |
| ITEM | KEY CODE | ROOM NUMBER | KEY HOLDER NAME | DL LAST 4 OR NC STATE ID # | SECURITY SYSTEMS USE ONLY |
| Key Core | | | | | |
| Desk Key | | | | | |
| Key Core | | | | | |
| Desk Key Key | | | | | |
| Core Desk Key | | | | | |
| Key | | 1 | | | |
| Core Desk Key | | | | | |
| Кеу | | | | | |
| Core Desk Key | | | | | |
| Key Core | | | | | |
| Desk Key | | | | | |
| | 9.7 | 7.0 | | | |

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.*

| **IF YOU HAVE LOST OF | | 984 | nagement-Security S I-236-0460 UT THE LOST KEY FOR | | ET A REPLACEMENT* |
|--|--|--------------|--|-----------------------|---|
| AGENCY INFORMATION - | A STATE OF THE OWNER, THE PARTY OF THE PARTY | | | | |
| BUILDING COORD NATOR: | ## F | | REQUEST DATE | - | |
| DEPARTMENT - DIVISION: | 97 | | BUILDING NAME | | |
| MSC# and Zip Only: | V | | TELEPHONE # | | |
| REQUESTOR | | | BUILDING NAME | | |
| AGENCY | The services of the services | | ADDRESS | Santana and a comment | special control and a control |
| EMPLOYEES WILL BE INFO | MED TO FOLLOW A | ND ACCEPT | THE GUIDELINES BELO | W BEFORE KEYS | CAN BE DISTRIBUTED |
| e) The Building Coordinato f) "Save As" a .pdf docume | ent and attach the fo | rm in the (R | ReaDY Application Port | al) before submit | tting request |
| g) All improperly filled out h) More than (1) form can | be used for (1) work | order - Atta | | | |
| h) More than (1) form can | ormation BELOV: | order - Atta | ch multiple completed | | |
| More than (1) form can be seen than (1) form can be seen to seen the seen that the see | ormation BELO V: | order - Atta | | forms in your Re | aDY Request if needed |
| More than (1) form can be seen than (1) form can be seen to seen that the seen that th | ormation BELOV: | order - Atta | ch multiple completed | DL LAST 4 OR | SECURITY SYSTEMS |
| More than (1) form can be seen than (1) form can be seen to seen that the seen that th | ormation BELOV: | order - Atta | ch multiple completed | DL LAST 4 OR | SECURITY SYSTEMS |
| More than (1) form can be seen to | ormation BELOV: | order - Atta | ch multiple completed | DL LAST 4 OR | SECURITY SYSTEMS |
| More than (1) form can be seen to | ormation BELOV: | order - Atta | ch multiple completed | DL LAST 4 OR | SECURITY SYSTEMS |
| More than (1) form can be seen than (1) form can be seen to see the seen to see the see that see th | ormation BELO V: | order - Atta | ch multiple completed | DL LAST 4 OR | SECURITY SYSTEMS |
| More than (1) form can have than (1) form can have the content of | ormation BELO V: | order - Atta | ch multiple completed | DL LAST 4 OR | SECURITY SYSTEMS |
| More than (1) form can be made to the content of th | ormation BELO V: | order - Atta | ch multiple completed | DL LAST 4 OR | SECURITY SYSTEMS |
| More than (1) form can be made to the control of th | ormation BELO V: | order - Atta | ch multiple completed | DL LAST 4 OR | SECURITY SYSTEMS |
| More than (1) form can be made to the content of th | ormation BELO V: | order - Atta | ch multiple completed | DL LAST 4 OR | SECURITY SYSTEMS |
| More than (1) form can the term of the ter | E ROOM NU | order - Atta | ch multiple completed | DL LAST 4 OR | SECURITY SYSTEMS |
| More than (1) form can in the content of the conten | E ROOM NU | order - Atta | ch multiple completed | DL LAST 4 OR | SECURITY SYSTEMS |



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

| KEY | North Carolina De Division of Facility N | ORE REQUEST FORM lepartment of Administra Management-Security S 984-236-0460 | ation C | ORE |
|---|---|---|--|--|
| **IF YOU HAVE LOST O | OR HAD A KEY STOLEN FILL (| | RM FIRST TO G | ET A REPLACEMENT** |
| BUILDING COORDINATOR: DEPARTMENT – DIVISION: MSC# and Zip Only: | S | REQUEST DATE BUILDING NAME TELEPHONE # | | |
| REQUESTOR AGENCY | | BUILDING NAME ADDRESS | | |
| | ORMED TO FOLLOW AND ACCE | EPT THE GUIDELINES BELO | | 77 |
| b) The Building Coordinato c) The Requesting Party is d) In the event of the term Security Systems MUST e) The Building Coordinato f) "Save As" a .pdf docum g) All improperly filled out | is the only authorized agency to or is the ONLY individual autho is RESPONSIBLE for the CONTRO mination of the person assigned The notified to re-assign the ker or shall process the electronic in the and attach the form in the torms will be rejected. A new in the used for (1) workorder - At | orized to order keys OL and USE of each key of the key, the key shall be ey to the new personnel form by utilizing the (Real e (ReaDY Application Porta v ReaDY Request will then | e returned or If ke DY Application Po al) before submit need to be create | ey is changing hands ortal) tting request ted |
| 3. ENTER REQUESTED KEY INF | 100 25 | KEY HOLDER NAME | DL LAST 4 OR | SECURITY SYSTEMS |
| KEY COD | DE ROOM NUMBER | KEY HULDER IVAIVIL | NC STATE ID# | USE ONLY |
| Key Core Desk Key | | | | |
| Key Core Desk Key Key Core | | - | | |
| Core Desk Key Key Core Desk Key | | | | |
| Key Core Desk Key | | • | | |
| SPECIAL INSTRU | | | | |
| SIGNATURE: | | Date: | | |
| TYPE NAME: | Revi | ision 4 - 03/04/2021 | | 21 |

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 #, 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.

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