

## Individual Key Request

In order to receive a University key you must have an active:

- Buff One Card **or**
- Departmental Card **or**
- Guest Card.

**For more information go to: [www.buffonecard.com](http://www.buffonecard.com).**

**(Please note that it takes 24 to 48 hours after receiving your new card for it to be active in our system.)**

Once you have your Buff One Card, you will need to fill out a key record card, which can be obtained from your building Key Liaison or from Access Services (see example below).

University of Colorado at Boulder Key Record	<b>PRINT OR TYPE (Ink Only)</b>		<b>OFFICE USE ONLY</b> DATE ENTERED _____ by lock shop _____		
	Buff One (last 9 digits) # _____				
	NAME _____ LAST FIRST MI				
	<u>PLEASE CHECK</u>				
	FACULTY <input type="checkbox"/> STAFF <input type="checkbox"/> STUDENT <input type="checkbox"/>				
	OTHER <input type="checkbox"/>				
BUILDING NAME _____				<b>OFFICE USE ONLY</b> REPLACEMENT AMT: _____ DEPOSIT: YES <input type="checkbox"/> NO <input type="checkbox"/> AMOUNT _____ COPY # _____	
ROOM # _____					
KEY # _____					
CAMPUS BOX # _____ Org# _____					
<b>AUTHORIZED SIGNATURE:</b> <b>Agreement of Responsibility</b> I fully understand and will abide by the following rules: 1. Keys will not be loaned or transferred. 2. If lost/misplaced, I will immediately report to DEPARTMENT HEAD. 3. I will return key to Access Services when no longer needed. 4. make police report if keys are lost				<b>ACCESS SERVICES</b> Stadium Main East Entrance Room 1B11 Hours: M-F, 8:00-5:00	
SIGNATURE: _____					
WHITE: ACCESS SERVICES YELLOW: KEY HOLDER MANILA: DEPARTMENT					

**These forms must be completely filled out by you and signed by the building key liaison. You also need to include the last nine digits of your Buff One Card ID# at the top of the form.**

**This completed form, along with your Buff one card, must be brought to the Access Services offices, located at Folsom Stadium, Gate 8, Rm.1b11 (lower level), in order to have your key issued.**