



## HIGH SECURITY KEY ORDER FORM

This form may be mailed, faxed, e-mailed or dropped off ONE DAY PRIOR to picking up your key order. No keys will be released without this form being filled out and your letter on file matching this information.

To avoid delays when processing High Security Key Orders, we highly recommend you provide us with a letter to be put on file instructing us on how you wish your request for High Security Keys to be handled.

I, \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Facility \_\_\_\_\_

Am authorized to order the following request for High Security Keys to be produced.

Type of key: **ASSA**      **KABA**      **MEDECO**      **MULT-T-LOCK**      **OTHER**

Identification on key: \_\_\_\_\_

Number of keys to make: \_\_\_\_\_

Who is authorized to receive these keys: \_\_\_\_\_

Notes: Please fill out one of these forms for each different key needed.