



LOST/STOLEN KEY REPORT FORM

INSTRUCTIONS FOR REPLACEMENT KEYS:

When a key is lost, the person who lost the key must make complete a **LOST/STOLEN KEY REPORT FORM** and forwarded to the department head for signature. The department head sign the form and forwarded to the HCC Police and a copy to Facilities Locksmith Department. A Lost Key Report case number will be given to the reporting party who will need to forward the number to the Facilities Locksmith Department. The Department, requesting the replacement key(s)/re-key(s), must prepare a locksmith request for the key/re-key and include the report case number. The Lost Key Report must be made before Facilities Locksmith Department will approve any key replacement service request.

Step BY Step

1. Submit this completed form when your key(s)/key-card is lost, stolen, or otherwise misplaced.
2. Complete this completed form and forwarded to: HCC Police and Facilities Locksmith Department Mail Code (1113A)
3. Original Report Form: HCC Police Department Copy: Locksmith Department

Note: HCC Police Department will discuss the situation with management to determine if re keying is necessary.

Please Print

LAST NAME	FIRST NAME	MIDDLE INITIAL	HCC ID
E-MAIL	WORK PHONE	CAMPUS	
DEPARTMENT /OFFICE NAME	MAIL CODE		DEPT PHONE

KEY (S) INFORMATION

CAMPUS	BUILDING	ROOM	KEY ID (IF KNOW)	KEY # (IF KNOWN)

PLEASE DESCRIBE THE EVENT RESULTING IN THE LOSS OF THE KEY (S)

Employee Printed Name	Employee Signature	Date
Dept Head Printed Name	Dept Head Signature	Date

FACILITIES LOCKSMITH DEPARTMENT ONLY:

Great Grand Master Key(s) _____ @ \$ _____ Grand Master Key(s) _____ @ \$ _____