



Door Key Return

ROUTING	FIS, MSC 3545 keyaccess@nmsu.edu Phone 646-7114 Fax 646-6432
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Instructions: This form MUST accompany ALL key returns to FS Access Control. For questions email keyaccess@nmsu.edu.

SECTION 1: REQUESTOR INFORMATION

Returned By - Print Name: _____ Signature: _____ Date: _____

SECTION 2: REQUEST DETAILS

Key Holder: _____ Aggie ID: _____

Key #s: _____

SECTION 4: OFFICIAL APPROVAL

Received by: _____ Signature: _____ Date: _____

Key Disposition: Key Cabinet - #/location: _____ Destroyed/Recycled