

KEY WORK REQUEST / TRANSFER FORM
IDENTIFICATION / ACCESS CONTROL SECTION

Incomplete Applications Will Be Returned
PLEASE PRINT OR TYPE IN INK
POS ID required to pick up keys

/ /
 MM / DD / YY

TO BE COMPLETED BY APPLICANT												
Legal Last Name				First Name				MI	Job Title		Dept.	Work Phone
Company Name			Type of Company (Circle One) POS Tenant Vendor Contractor Consultant Govt.			POS Employee/Badge Number (From POS Issued Photo ID)						
Company Address				City	State	Zip code	Badge Exp. Date		Intellikey New <input type="checkbox"/> Add On <input type="checkbox"/>		Badge Color Blue Red Yellow	
Transfer Key Y <input type="checkbox"/> N <input type="checkbox"/>	Transfer From:	Last Name		First Name		MI	POS Employee/Badge Number		SEA		Badge Color Blue Red Yellow	

KEYS REQUESTED					ID/ACCESS CONTROL DIVISION USE ONLY			
Exact Location	Door Number (include all letters)	Key Type/Number	Qty.	ACTION TAKEN		Cosig Req'd By	Cosignature	
				Approved	Denied			

All keys must be returned upon termination of contract and/or employment or when job function no longer requires use of Port of Seattle keys. A deposit for keys will be required from contractors, vendors, and consultants. This deposit will be forfeited if keys are not returned upon termination of contract and/or employment.

REQUESTOR SIGNATURE: _____

TO BE COMPLETED BY COMPANY			
JUSTIFICATION FOR KEY(S) REQUESTED. PLEASE BE SPECIFIC.			
Authorized By (Please Print)	Authorized Signature Approval (Signature must be on file with ID/Access Control)	Phone Number	Date
POS Cosignature (If applicable, i.e., Contractor, Consultant)		Phone Number	Date

PORT OF SEATTLE USE ONLY							
Intellikey Code		Key Number		Date Received	Received By	Date Checked	Checked By
Tracked Key Type	Key #	Non-Sec. Key Type	Key #	Person Notified	Notified By	Date Notified	Time Notified
				Signature of Issuing POS Employee			
				Individual Picking Up Keys (Print Name)			
				Signature			Date
Total Deposit Amount							

AVIATION MAINTENANCE USE ONLY							
Cost Center / Account Number		POS Expense / Tenant Expense		Received By		Date	
Craft Number	Craft Number	Estimated Hours	Total Keys	Material Costs	Total Costs	Date Completed	Insert Intellikey in Lock By: