

Lost Key/ Access Card Report

Instructions: This form may be copied as needed. Report lost keys and access cards immediately by telephone to the UCD Police Department (530-752-1230) and Operations & Maintenance Department Key Control (530-752-3507). Complete this form and send to the Key Control Manager, with a copy to the UCD Police Department.

To: Key Control Manager
Operations & Maintenance Department

From: _____
Department

Contact Person

Telephone/Email

The following keys have been [] lost [] stolen:

Key #	Serial #	Dept. Code	Assigned To	Date Lost/ Stolen

Signature: _____
Department head or designee Date

c: UCD Police Department Records