



Lehigh University IDEAL Office
42 University Drive
Bethlehem, PA 18015
610-758-6175

Key Authorization Form

I am requesting that the following key(s) be distributed to:

NAME _____

DEPARTMENT _____

BUILDING _____

ROOM NUMBER _____

KEY # (IF KNOWN) _____

Additional Information _____

Signature of Authorized Personnel

Printed Name

A Lehigh ID is required when picking up keys

Please refer to the Access Control Policy to understand Authorized Signatories and who has the authority to sign off on key distributions.

Please **DO NOT** just “drop off” keys – hand them to office staff or use the outside drop chute. Keys left unattended are the responsibility of the person “leaving” the key(s), and as such, are subject to the appropriate fee for a lost key if it is not shown as being returned in our system.

Prior arrangements to pick up or drop off keys after normal business hours can be arranged. All after-hours key transactions will take place at the University Police Department.

PLEASE EMAIL COMPLETED FORM TO INLOCK@LEHIGH.EDU