

Form # \_\_\_\_\_

# Airport Issued Key Request Form

## South Bend International Airport



### KEY TO BE ISSUED TO

Employer: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_

### AUTHORIZED SIGNATORY USE ONLY

The above applicant is requesting the following key numbers or access into the following doors:

**List specific key or door numbers (found at the top of door).**

I certify that this person has a business need for a key:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Request Type				
NEW	REPLACEMENT	CYBER KEY	DAMAGED	LOST/STOLEN

### AIRPORT USE ONLY

Key Status		
Date Key Made:	Key Made By:	Key Issued By:

Keys Created:				

### RECEIPT CERTIFICATION

I certify that I have received the above listed keys. I acknowledge the keys are my responsibility and I will be liable for lost or stolen keys, including but not limited to a Lost Key Fee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_