



Maintenance and Accommodations Division
Dept. of Transportation & Infrastructure

Key/Card Request Form

Employee Name:	Employee Number:
Email:	Tel:
Card Number:	Date:
Department Contact:	Tel:

Reason for Request *(Check all that apply)*

<input type="checkbox"/> New Door Key	<input type="checkbox"/> Replacement Key	<input type="checkbox"/> New Key (other)	<input type="checkbox"/> Core/Lock Change
<input type="checkbox"/> Key Lost/Misplaced	<input type="checkbox"/> Key Stolen	<input type="checkbox"/> Key Not Working	<input type="checkbox"/> Change Card Name
<input type="checkbox"/> New Access Card	<input type="checkbox"/> Replacement Card	<input type="checkbox"/> Change Access	<input type="checkbox"/> Delete Card
<input type="checkbox"/> 24/7 Access	<input type="checkbox"/> Regular Hours	<input type="checkbox"/> Custom Schedule	<input type="checkbox"/> Access Code

Location Information

Building Name:	
Civic Address:	
Floor Number(s):	Door Number(s):
Name of signing authority (please print):	

Note: Access to exterior doors must be authorized by the requesting department's Deputy Minister

Title of signing authority (please print):
Signature of Signing authority:
Additional Comments:

Please email completed form to: Dept. of Transportation & Infrastructure, Maintenance and Accommodations
pwaccomm@gov.pe.ca

For information or questions concerning this form please contact Dept. of Transportation & Infrastructure at 368-5132.

<u>TIR USE ONLY</u>	
Date Issued: _____	Signature out: _____
Date returned: _____	Signature in: _____
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