



Key Transfer Form

Department of Access Control & Security Systems

Plant Services, Room 243

Phone: (216) 687-5386 E-mail: access.security@csuohio.edu

Complete this form and submit it to Access Control & Security Systems. Ensure the accuracy of all data; failure to do so will delay the transfer process. **Key Transfer Forms must have all three required signatures or AC&SS will not process the request.** The completed form can be submitted to AC&SS via e-mail or interoffice mail.

Transfer From: _____
First Last Middle

_____ E-mail Phone

CSU ID

Transfer To: _____
First Last Middle

_____ E-mail Phone

CSU ID

_____ Department

Faculty	Staff	Student	Temp
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	Key Mark	Serial Number
Ex	18KC3	010322 or 2
1		
2		
3		
4		
5		



Note: Some keys have a six-digit serial number below the keymark (left).

Others have a serial number in the top-right corner (right).



_____ Transferor Signature Date

_____ Recipient Signature Date

_____ Department Chair Signature Date