

# Mt. San Jacinto Community College District

## Human Resources Department

### Lost/Stolen Key or Access Control Card Report Form

Submit this completed form when your key(s) or access control card are lost, stolen, or otherwise misplaced.

Email this completed form including both the employee signature and your direct supervisors signature to: [accesscontrol@msjc.edu](mailto:accesscontrol@msjc.edu) You can skip the Key(s) Information section if you lost your access control card but all other sections will need to be filled out. There may be a fee for a lost key or access control card.

#### Please Print

Personal Information:			
Last Name:	First Name:	MI:	MSJC ID#:
Email:	Work Phone:	Dept.:	

Key(s) Information:				
Building	Key ID	Fee Assessed per Key	Date Lost	EmployeeSignature

Signature – Department Chair/Director: \_\_\_\_\_

Did this occur:      On Campus                      Off Campus                      \_\_\_\_\_

#### Instructions for replacement keys:

1. Submit this completed form and a new Key Authorization Form or Access Control Request Form to the [accesscontrol@msjc.edu](mailto:accesscontrol@msjc.edu) email account for processing.
  - Lost/Stolen Key Access Control Card Report Form
  - New Key Authorization or Access Control Request Form

**Please describe the events of how you lost or misplaced your key or access control card below:**