



# Authorized Signer for Key Requests Form

Airport Lock Shop (859) 767-3190

Company: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

I, \_\_\_\_\_ (print name) have been designated by my company to be an Authorized Signatory for Key Requests.

I understand that it is the company's responsibility that once this employee is terminated, transferred or retired, the key(s) will be returned to the Airport ID Office.

***Keys are non-transferable. Do Not Reissue keys to another employee!***

Keys cannot be duplicated nor altered.

Failure to return the key(s) may affect the 5% loss percentage for that area. The TSA requires that when 5% of keys are lost for a designated area, the area must be re-keyed. The cost of re-keying will be the responsibility of the Airline/Tenant/Contractor.

All key requests will need to be sent to the Airport Lock Shop's fax at 859-767-7321, or attached to an email to lockshop@cvgairport.com. Key requests normally take 48 hours to process, and the keys will be picked up in the Airport ID office during normal business hours.

Keys will only be held in the Airport ID office for 30 days, so it is imperative that you notify the employee that keys are available to be picked up. If keys are not picked up, a new Key Request will need to be submitted. If the employee cannot pick up the key in the allotted time based because of being on leave or out of town, please call the Airport Lock Shop to make arrangements for not revoking the key from the ID Office.

It is imperative to keep updated information on file with the Airport Lock Shop, so it is your responsibility to notify the Airport Lock Shop of any changes to my status, email, or telephone number. I have read the above statement and accept responsibility regarding issuance of the requested key(s).

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date