

# Key Checkout Form

## Key Recipient Information

Name

First Name

Last Name

Department/Unit

Employee/Student ID

Email

example@example.com

Phone Number

Please enter a valid phone number.

## Key Details

Key Number/Code

Issuing Authority

First Name

Last Name

Date Issued

Date

Date Due for Return

Date

Key Condition

New

Good

Fair

Poor

### Responsibilities:

- The key recipient acknowledges that they are responsible for the safekeeping of the key.
- The key must not be duplicated or shared.
- The key recipient must promptly report any loss, damage, or unauthorized access involving the key.

### Acknowledgment:

I, the undersigned, have received the above-mentioned key and agree to adhere to the responsibilities and guidelines outlined in this form. I understand the importance of key security and will take all necessary precautions to prevent loss or unauthorized use.

Date

Date

Signature

Sign Here 

Clear

Submit

# Key Checkout Form Template

**JA Banks**



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