

KEY AND CORE REQUEST

North Carolina Department of Administration
Division of Facility Management
Security Systems
919-733-1800

Revised February 2007

INSTRUCTIONS TO AGENCY REQUESTER

1. Duplication of Best keys and cores by outside vendors is prohibited.
2. Only designated Agency Requesters can submit a Key and Core Request.
3. The Agency Requester is responsible for issue of keys to the personnel listed below.
4. Notify Security Systems when any Best key is re-issued to another person.
5. Open this Microsoft Word document for your request and save it with a unique file name.
6. Incomplete forms will be returned without action to the sender.
7. Each field in Item 10 below requires an entry.
8. Additional information on Items with asterisks in the field label can be obtained by placing the cursor in the data field and pressing F1.
9. Attach the document to an email message and email the request form to Security.Systems@doa.nc.gov.

10. COMPLETE THIS PORTION FOR BILLING PURPOSES.

DATE OF REQUEST: _____	BUILDING NAME: _____
** SEND INVOICE TO (NAME): Dale Hopkins	DEPARTMENT/DIVISION: Commerce/Fiscal Management
** ELECTRONIC MAIL ADDRESS: dhopkins@nccommerce.com	** MAIL SERVICE CENTER ADDRESS: 4302 Mail Service Center
** OFFICE TELEPHONE NUMBER: (919) 715-5600	CITY, STATE, ZIP: Raleigh, NC 27699-4302
OFFICE FACSIMILE NUMBER: (919) 733-8802	** COMPANY AND CENTER NUMBERS: _____

11. COMPLETE THIS PORTION FOR DOOR KEYS/CORES OR DESK/CABINET KEYS:

ITEM Check only one item on each line	KEY CODE**	ROOM NUMBER	ISSUE TO	DRIVER LICENSE OR NC IDENTIFICATION NUMBER	SECURITY SYSTEMS USE ONLY
<input type="checkbox"/> Key <input type="checkbox"/> Core <input type="checkbox"/> Desk Key					
<input type="checkbox"/> Key <input type="checkbox"/> Core <input type="checkbox"/> Desk Key					
<input type="checkbox"/> Key <input type="checkbox"/> Core <input type="checkbox"/> Desk Key					
<input type="checkbox"/> Key <input type="checkbox"/> Core <input type="checkbox"/> Desk Key					
<input type="checkbox"/> Key <input type="checkbox"/> Core <input type="checkbox"/> Desk Key					
<input type="checkbox"/> Key <input type="checkbox"/> Core <input type="checkbox"/> Desk Key					
<input type="checkbox"/> Key <input type="checkbox"/> Core <input type="checkbox"/> Desk Key					

12. SPECIAL INSTRUCTIONS OR REQUESTS:**

Signature of Person Receiving Keys or Cores

Date Received

THIS SECTION IS FOR SECURITY SYSTEMS USE ONLY

WORK ORDER NUMBER		COMPLETION DATE	
MANHOURS		MATERIALS COST	
COMPLETED BY			