

Lewis University Police Department

Report of Lost or Stolen Key/Access Card



Please Type or Print Legibly

A. TYPE OF REPORT:	1. <input type="checkbox"/> Loss <input type="checkbox"/> Theft	2. What was lost or stolen: <input type="checkbox"/> Key(s) <input type="checkbox"/> Access Card
	3. Date Reported:	4. Time Reported:
5. If a theft, name of Police Department this was reported to:	6. Police Report #	
7. Occurred: <input type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus <input type="checkbox"/> Unknown	8. Possible Location(if known):	

B. KEYHOLDER INFORMATION:	9. <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other (specify):	
	10. Keyholder Name (Last, First, MI):	11. Keyholder University ID Number:
12. Phone Number:	13. Ext:	14. E-Mail Address:
15. Department	16. Job Title:	
17. Dept. Supervisor Name:	18. Dean Name:	19. Dept. V.P. Name:

C. IDENTIFY THE LOST/STOLEN ACCESS CARD OR KEY:
20. Access Card Number (if known):

LIST KEYS BELOW:		
Key Number	List the Building Name this key is for	List the room # or doors this key opens
21.	22.	23.
24.	25.	26.
27.	28.	29.
30.	31.	32.
33.	34.	35.
36.	37.	38.
39.	40.	41.
42.	43.	44.
45. Provide a description that might help to identify the keys if found (for example keys were attached to a red lanyard, etc...)		

D. EMPLOYEE STATEMENT AND CERTIFICATION
46. Explanation of Loss or Theft (also include when the key or card was last seen or used - continue on additional paper if necessary)

I hereby certify the above is true and correct to the best of my knowledge.

47. Keyholder Signature	48. Date
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Form Instructions

Every person issued a university key or access card is required to report its loss or theft to the Lewis University Police Department upon discovery to determine the impact, and whether immediate action is required to ensure campus safety and security.

In addition to reporting this to the police department, the employee should also notify their immediate supervisor to determine the impact this loss may have upon a campus department, college or residence hall.

Whenever a key is lost or stolen, the university must determine the impact of the missing key, whether a rekeying of a single door or possibly an entire building may be required.

Upon receiving a report of a lost or stolen key, the Department or College affected will be notified along with Facilities.

Section A: Type of Report

Box 1-8: Report whether this is a loss or theft. If it is a theft, you also need to provide the Police Report Number from the police department you reported the theft to. Provide the possible location of the loss/theft if known.

Section B: Keyholder Information

Box 9-19: Record the keyholder information. NOTE: Supervisors will be notified along with Facilities to determine what impact the loss or theft will have on the department and whether any doors will need to be rekeyed.

Section C: Identify what was lost

Box 20-45. List the items that were lost or stolen providing as much detail as possible. For keys, also indicate what building and room the key was for. In Box 45 please list any identifying features that might assist if the keys are found. For example, they are on a red lanyard, etc...

Section D: Employee Statement and Certification

Box 46-48: Provide an explanation of the loss including the last time and location the keys and/or access card were used or seen.