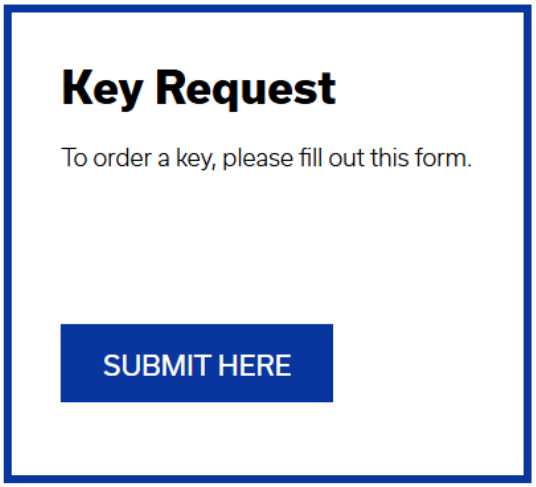
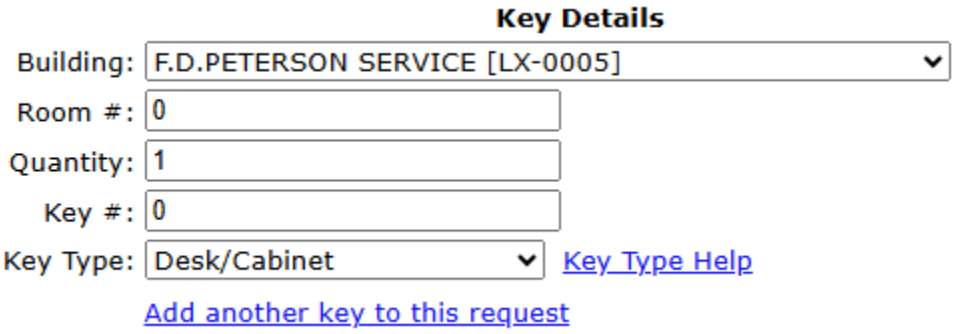
Confidential Key Request Guidelines

1. Go to **facilities.uky.edu/key-shop** and select **“Submit Here”** under **Key Request.**



2. The **Key Requestor** information will auto populate. You will need to **enter your UK ID#.**

3. Under the **Key Details** section, enter the following information. Fill it out exactly as seen below, **including selecting F.D.Peterson Service [LX-0005] as your building**.



4. Under the **Request Details** section enter “1111111111” in the Cost Center # field **(please note UK Recycling is covering the cost of the keys so do not enter your cost center or you may be charged)**.

5. Under the **Request Details** section, in the **Special Instructions or Comments** field note one of the following options:
    a. **Confidential bin with built-in lock**
    b. **Confidential bin with padlock**
    c. **Confidential bins with both a padlock and a built-in lock**

Confidential bin with pad lock





Confidential bin with built-in lock





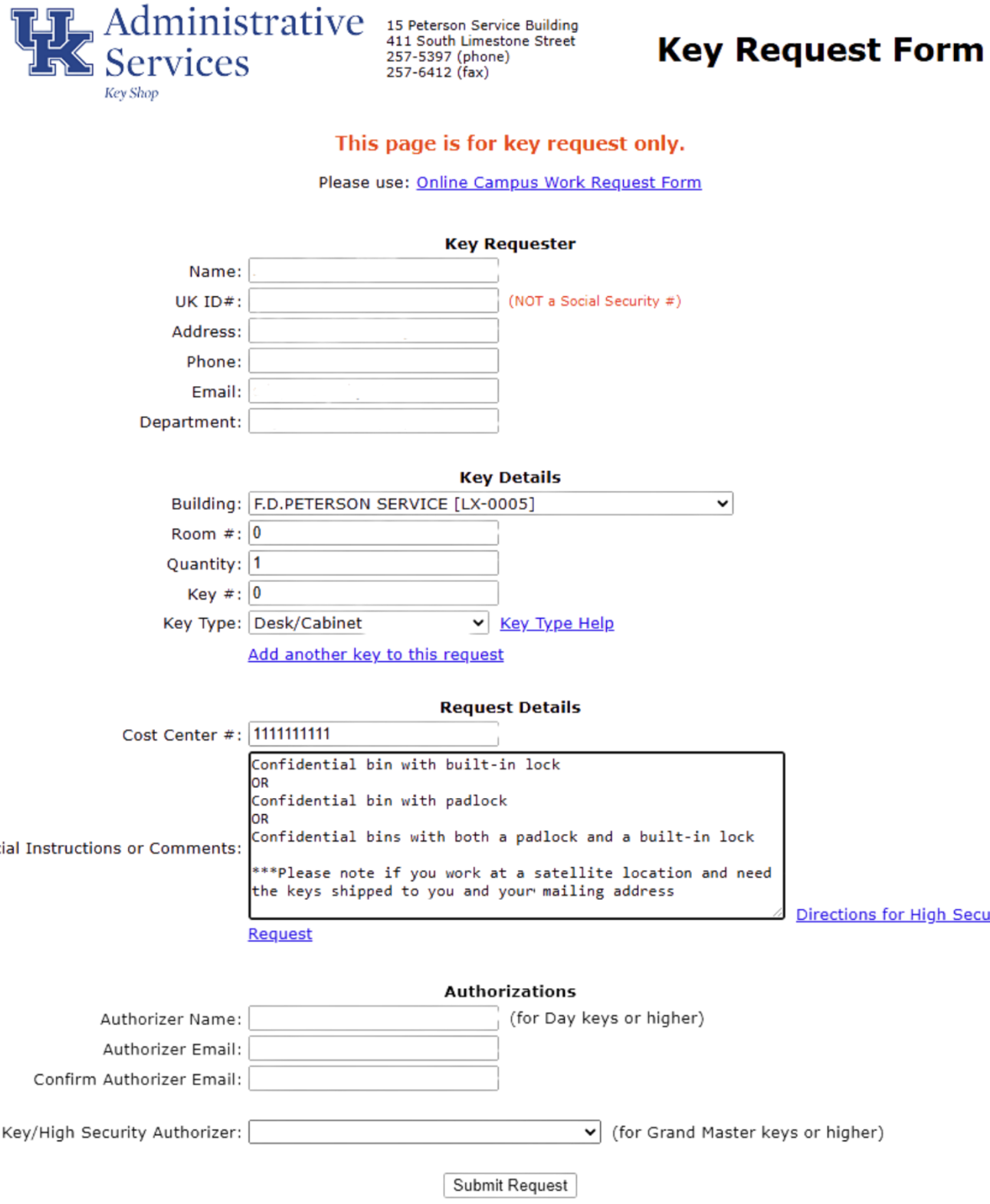


6. If you work at a satellite location and are unable to come to campus to pick up your key(s) please note that, along with the mailing address for your location in the **Special Instructions or Comments** field under **Request Details**.

7. Click **Submit Request** and you will receive an email confirming submission. Once your key is ready to be picked up, you will receive an additional email with directions on how to get to the Key Shop in Peterson Service Building.

If you have questions or concerns please contact the Key Shop at (859) 257-3456

8. See below for the finished form (note: the **Key Requestor** section is auto filled with your information)



Administrative Services
Key Shop

15 Peterson Service Building
411 South Limestone Street
257-5397 (phone)
257-6412 (fax)

Key Request Form

This page is for key request only.

Please use: Online Campus Work Request Form

Key Requester

Name:
UK ID#: (NOT a Social Security #)
Address:
Phone:
Email:
Department:

Key Details

Building: F.D.PETERSON SERVICE [LX-0005]
Room #: 0
Quantity: 1
Key #: 0
Key Type: Desk/Cabinet — Key Type Help

Add another key to this request

Request Details

Cost Center #: 1111111111

Special Instructions or Comments:

```
Confidential bin with built-in lock
OR
Confidential bin with padlock
OR
Confidential bins with both a padlock and a built-in lock

***Please note if you work at a satellite location and need
the keys shipped to you and your mailing address
```

Directions for High Security Key Request

Authorizations

Authorizer Name: (for Day keys or higher)
Authorizer Email:
Confirm Authorizer Email:

Master Key/High Security Authorizer: (for Grand Master keys or higher)

Submit Request

If you have questions or concerns please contact the Key Shop at (859) 257-3456