

**REQUEST FOR KEYS TO LINGUISTICS BUILDINGS**

In order to get keys for any one of the 2 locations of the Linguistics departments, please fill out the following form and return to the main office. Turn around time for key requisitions to be processed by the department is 3 days. Once the department has processed the key requisitions on-line, the UBC Key Desk will contact you by email so that you can pick your key up from Parking and Access Control at the General Services Administration Building. Thank you.

Student Number ----- OR

Employee Number -----

LAST NAME -----

FIRST NAME -----

Email address -----

Building Name for which keys are requested ex. Stores Road or Totem Field Stores

Room Numbers for which keys is needed -----