



Form 1410 FR.04
Lockshop Key Request

Revised 9/28/2023

Lockshop locations: Central Campus 344 Winchester Avenue Phone: 203-436-5296
YSM and West Campus 200 South Frontage Road Phone: 203-785-3075

Note that keys must be assigned to individuals holding and using key.

(Please provide the building names and room numbers. Failure to share this information may result in delay of your order).

<ul style="list-style-type: none"> This form requires a transaction control number (TCN). To get one, click here. Use this form to request any key: new, replacement, master, or any special key order For campus lock repairs, click here: Facilities work request (FWR) 	TCN #	Date received
	Check one	
Please check your location: <input type="checkbox"/> Central Campus or <input type="checkbox"/> YSM / West Campus	<input type="checkbox"/> New key <input type="checkbox"/> Master key <input type="checkbox"/> Special key order	<input type="checkbox"/> Lost key <input type="checkbox"/> Damaged key (Key must be returned to the Lockshop)

Individual key(s) will be assigned to	NetID	Phone	Department and campus mail address
Key coordinator's name	NetID	Phone	Department and campus mail address

Signature of authorizing key coordinator	
Notes and/or special instructions	

Please enter charging instructions							
Yale designated	Gift	Cost center	Program	Project	Location	Spend category	Assignee

Keys required (please provide the building names and room numbers)				
Quantity	Code	Building	Room #	For the Lockshop only
				Total cost (dollar amount)

Authorizations			
Approved by (Lockshop management)		Date	
Received by (signature of recipient of key[s])		Date	

Key request instructions

- Save this form to your desktop, complete it, and email it to one of the following email addresses:
 - ysm.key.requests@yale.edu for YSM or West Campus keys
 - central.key.requests@yale.edu for Central Campus keys
- Be sure to email it from the saved location on your desktop

Questions? Send your inquiry to one of the email addresses above based on your requested campus area.