



KEY REQUEST FORM

FULL NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

WORK PHONE: _____ **MOBILE PHONE:** _____

EMAIL: _____

EMPLOYER: _____

BADGE COLOR and NUMBER: _____

I _____ acknowledge that the Airport Key that has been issued to me is the property of the Pensacola International Airport (PNS). I will return it to my supervisor when my employment at PNS has been terminated or I no longer need the Airport Key. I understand that I am also required to report to my supervisor immediately if the Airport Key is lost or stolen. I will not under any circumstances loan my Airport Key to another individual and I understand my Airport Key is not transferable to another individual.

Employee Signature

Date

I _____ request that the above-named employee be issued a Pensacola International Airport Key.

Employee Key

Management / Supervisor Key

The Tenant or Contractor is aware of the \$100.00 per core and \$10.00 per key replacement fees. These fees will be levied for lost or stolen keys and must be paid before replacement of the core or key(s). The key replacement fee will also be levied for a broken or damaged key that renders the key unusable. Upon the employee's termination of employment, completion of the airport project, or no further need for a key, I will collect the Airport Key and return it to the Airport Badging Office.

Authorized Signer

Date

FOR OPERATIONS USE ONLY

Key #: _____ **Issue Date:** _____ **Badge verified:** Y or N

Received By: _____ **Date:** _____

Return Date: _____ **Lost/Stolen Date:** _____