**Keene State College**

**Personal Code Request**

Personal Code requested for: (print) Click here to enter text.

Division: Click here to enter text. Position: Click here to enter text. Phone ext: Click here to enter text.

Initial request [ ]  Replacement [ ]  If replacement, give reason: Click here to enter text.

Name of person filing this request: Click here to enter text. Phone ext: Click here to enter text.

Dean/Director approval: (signature) Date

**I accept this personal code with the following understandings:**

* **This personal code is intended solely for my personal use and must not be communicated to others under any circumstances.**
* **I understand that I must inform the KSC Lock shop (8-2211), and my Dean/Director or his/her administrative assistant immediately when I end my employment at Keene State College, or when I move to a different area of the campus and no longer need access to the doors programmed with my code.**
* **In the event that I become aware my personal code is known by others I will notify the KSC Lock shop, (ext 8-2211) immediately.**
* **I understand that should my personal code become known to others through my actions or carelessness, I must pay a reprogramming fee of $5.00 per lock.**
* **I understand that the fees for reprogramming will increase with subsequent losses.**

 **Signature of Personal Code Recipient**

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**List Building & Door #s which this Personal Code is authorized to access:**

Click here to enter text.

Code delivered by: Date