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**Step two:** Open Adobe DC

**Step three:** Click File then Open

**Step four:** Locate the file you want to open

**Step Five:** Fill out the form in Adobe

**Step six:** Sign the Adobe form and make sure it is emailed to

bsb@baylor.edu



**BAYLOR**  
UNIVERSITY

FACILITY SERVICES

# AUTHORIZATION FOR INDIVIDUAL KEYS

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Please Print Clearly

Email: \_\_\_\_\_

BAYLOR ID Number: \_\_\_\_\_

Faculty  Staff  Student

Department Account Number: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Key ID Number: \_\_\_\_\_

Building: \_\_\_\_\_ Room Number: \_\_\_\_\_

Justification:

Print Name: \_\_\_\_\_  
Department Head Date

Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Signature: \_\_\_\_\_  
Director, Baylor Facility Services Date

Please Download Form to PC. Open file in Adobe DC. File out all required fields. After you electronically sign it will email to [bsb@baylor.edu](mailto:bsb@baylor.edu)