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Step one: DOWNLOAD this form to your computer.

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****Make sure you know where you downloaded this form to****

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

REPORT OF LOST 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: _____

Action Taken: _____

Recommendation: _____

Justification: _____

Print Name: _____
Department Head Date

Signature: _____

Signature: _____
Locksmith, Baylor Facility Services Date

Signature: _____
Don Bagby Date
Director of Facilities Management