

# PLEASE DO NOT FILL THIS PDF FORM THROUGH ANY WEB BROWSER

**Step one:** DOWNLOAD this form to your computer.

If you opened this form in Firefox click the folder icon with the down arrow



If you opened this form in Edge click the disk icon



If you opened this form in Chrome click the down arrow icon



**\*\*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



Please download form to your pc and open in Adobe DC. Once form is signed it will email to [bsb@baylor.edu](mailto: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: \_\_\_\_\_  
Director of Facilities Management Date