

FRED HUTCHINSON CANCER RESEARCH CENTER  
BRASS KEY REQUEST FORM

**RETURN TO SECURITY AT J1-500**

PLEASE NOTE: Keys can be issued to FHCRC employees, and others who are paid through the Center but only to those who have been issued an employee ID number. If this key will be given to an affiliate, temporary employee, or anyone who does not have an employee ID number, you must provide the information requested in the box at mid-page as well as other information requested below.

Employee ID Number: \_\_\_\_\_

Keys can not be issued without an employee ID number. Please call Human Resources at 667-4700 to obtain an employee ID number for a new employee or 667-5099 for other employees.

Name: \_\_\_\_\_  
Last First Middle

Division: \_\_\_\_\_ Department: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Identify the building, and room(s) in the building for which you need a key: \_\_\_\_\_

\_\_\_\_\_

Brass Key Identification Number (If known) \_\_\_\_\_

Name of person who will be using the key, if other then the employee identified above.

\_\_\_\_\_  
Last First Middle

This key will be sent directly to your unit manager, supervisor, or administrator.

Please provide that person's name: \_\_\_\_\_ and mail stop: \_\_\_\_\_

Access to space authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
Please Print

\_\_\_\_\_  
Authorized Signature  
(Supervisor/Administrator)