



PBA Access Control Lock & Key Services Form

City County Building
400 Main Street, Suite L-146
Knoxville, Tennessee 37902
Telephone: (865) 215-4203
Fax: (865) 215-2233
www.ktnpba.org

REQUEST DATE:

NOTE: PBA will charge \$10 per lost key.

REQUEST TYPE (SELECT ONE): NEW KEY NEW CODE KEY RETURN KEY TRANSFER REPLACEMENT

DEPARTMENT SUPERVISOR OR ACCESS MANAGER	TITLE
DEPARTMENT	PHONE

KEYHOLDER NAME	EMPLOYEE ID (TIMECLOCK # -- CoK, KC, KCS, & PBA ONLY)
DEPARTMENT/COMPANY (IF DIFFERENT)	CONTACT PHONE
TITLE	EMAIL ADDRESS
<input type="checkbox"/> City of Knoxville <input type="checkbox"/> Knox County <input type="checkbox"/> PBA <input type="checkbox"/>	OTHER
EMPLOYEE OF (SELECT ONE)	

BUILDING	ROOM/SUITE NO	DEPARTMENT	JUSTIFICATION

COMMENTS: _____

Agreement: I agree that the above listed key(s) has/have been issued to me and shall be promptly returned to the PBA Security at such time as the above justification no longer applies or upon termination. I further agree that I shall not attempt to or permit copying of said key(s) nor allow use by others except as specifically authorized.

Forms signed by a Supervisor may be returned by any means. Forms without Supervisor signature must be emailed and CC the Supervisor.

Fax: 865-215-2233
Room L146 in the City-County Building
AccessControls@ktnpba.org

Keyholder (Sign on Return/Receipt)

Department Supervisor/Access Manager (Sign Upon Initial Request)

Transfer: Submit one form for return and one for the new keyholder. The new keyholder form must have both signatures.
Return: Key returns require only one signature.

OFFICE USE ONLY

DATE RECEIVED	WO REQUEST DATE	WO COMPLETION DATE	KEY BRAND
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