

Concord-Padgett Regional Airport Key Issuance Form



Key Request / Application Date: _____

KEY APPLICANT INFORMATION:

Last Name	First Name	Airport Badge Number
Company Name / or Tail#	Title	Office Phone
Authorized Signer Name	Email Address	Mobile Phone

KEY INFORMATION:

Lock Core#	Key Stamp	Quantity	Description
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KEY JUSTIFICATION:

Purpose Key(s) Needed: _____

I understand that the key(s) remains the property of the Concord-Padgett Regional Airport and must be returned to the Airport upon request, upon termination of lease, or employment or need. I understand duplication of any issued key is not permitted. I will be take precautions to maintain security and control of keys issued at all times. If a key is lost or stolen those key(s) must be reported as soon as possible to the Airport Security Coordinator or by calling 704-920-5901. Failure to return all key(s) issued will result in a \$50.00 re-keying charge and possible suspension of my access to the airport.

Key Holder <i>Signature</i>	Date
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Authorized Signer / Supervisor / Owner Signature	Date
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----- AIRPPORT OFFICIALS USE BELOW LINE -----

APPROVED FOR KEY (Yes) or (No) Reason: _____

Airport Representative Issuing Key(s)	Date
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Airport Representative Receiving Key(s)	Date
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(note: sign when returned or reported lost/ stolen or not returned)

RETURN / OUT PROCESSING:

All Keys Returned?	(Y) (N)
Receipt Provided?	(Y) (N)
Lock Rekeyed?	(Y) (N)
Key Restocked?	(Y) (N)
Key Reissued?	(Y) (N)
Fees Billed / Paid?	(Y) (N)