

### Fob/Key Deactivation Form

My Fob/Key:

Was lost, stolen or damaged; please deactivate immediately and reissue.

Is being turned in for deactivation. I am not requesting a new Fob/Key.

Name/Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOB #: \_\_\_\_\_

KEY #: \_\_\_\_\_

| <b>Completed by General Services Staff</b> |  |
|--|--|
| Date Replaced                              |  |
| New FOB #                                  |  |
| New Key #                                  |  |