



# Lost Key Replacement Form

**Last Name**

**First Name**

*(Person above has lost the following previously issued keys)*

In accordance with Section 5 of the MCC Key Control Policy, the following information is provided:

## Steps to Take for a Replacement Key

1. Contact Key Control at (585) 292-2882 to confirm missing key(s) lost.
2. Report lost key(s) to Public Safety.
3. Key Control will email you the completed "Lost Key Replacement Form" with amount(s) owed, after report is received from Public Safety.
4. **Brighton Campus:** Bring completed form (with payment) to Student Accounts (Room 6-201).  
**Downtown Campus:** Bring completed form (with payment) to Enrollment/Financial Services (Room 32-210).
5. Notify Key Control of payment at (585) 292-2882.  
You will be notified by email as to when your key(s) will be available for pickup.
6. **Brighton Campus:** Bring paid receipt with you to pick up keys at Room 21-210.  
**Downtown Campus:** Bring paid receipt with you to pick up keys at Facilities Office (Room 32-391A).

## For Office Use Only:

This section to be filled out by key control.

Single Door Key (\$5)	Sub Master (\$25)	Master (\$75)	Grand Master (\$100)	Replacement Cost of Key(s)
				\$
				\$
				\$
				\$

**Total Replacement Cost:** \$ \_\_\_\_\_

Key Controller Initials: \_\_\_\_\_

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