

Access, Key, or Credential Agreement

EMPLOYEE ACCESS CONTROL AGREEMENT

By accepting this Key, Access Code or Credential, I promise that I will not loan, duplicate, nor allow it to be duplicated. If the Key, Code or Credential is lost or compromised, I agree to notify the Key Control Office immediately. Upon completion of my tenure in this position, I agree to return the Key or Credential to the key control office, or notify them of Code discontinuation before my final pay or clearance is issued.

signature

date

print or type keyholder name

key, credential, or code sequence #