COMMUNITY COLLEGE OF DENVER
KEY REQUEST PROCESS

1. **Download the Key Request Form:**

   o Obtain the form from one of the following sources:

      ▪ CCD's Facility Management Services Webpage

      ▪ CCD's Document Library

      ▪ AHEC's Access Control Webpage

2. **Complete the Form:**

   o Fill out all fields marked with an asterisk (*) with the required information.
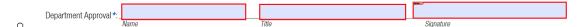
3. **Affirm Terms:**

   o Review and agree to the conditions in the section titled "I HAVE READ & AGREE TO THE CONDITIONS BELOW."

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   o **Ensure your signature is digital** (see guide for assistance)

4. **Department Approval:**

   o Submit the form to your department's designated signing authority, who will be a director or higher-level position, to sign for "Department Approval". Your office administrator can provide the contact details for the designated authority. **The signature must be a digital signature.**

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5. **Save and Submit:**

   o After the designated signing authority has electronically signed the form, save the updated document on your computer with your last name included in the file title.

   o Email the final, completed form to CCD.FacilitiesServices@ccd.edu with the subject line: "CCD Key Request – Last Name, First Name."

6. **Processing Time:**

   o Access Control typically processes requests within three business days.

   o You will receive an email notification to your CCD email address for pick-up

7. **Returning Keys:**

   o Return any keys that are no longer needed to either CCD Facilities Services or Human Resources. This ensures the keys are properly documented and returned to AHEC's Access Control Department.

Additional Information:

- For more information about creating a digital signature, please refer to the step-by-step guide available in the CCD website document library

- For any assistance or issues with the form, submit a request to CCD Facilities Services through the work request portal.