



Lost or Stolen Key Information

If you have any questions regarding this process, please contact UPD Security Systems Office at 825-3739 or at access-request@tamucc.edu

In the event of a lost or stolen University key:

- 1) Report the lost or stolen key to each of the following:
- University Police Department (UPD), contact 361-825-4242 to file a report.
- Appropriate dean or department head.
2) Remit \$40* replacement fee per lost/stolen key to the Bursar's Office. You will need complete and detach the Texas A&M University-Corpus Christi - General Receipt below. Take the completed General Receipt with you to the Bursar's Office to pay the replacement fee.
3) Forward the following to UPD via email at access-request@tamucc.edu, in person at Physical Plant Building PP127 or by campus mail, Unit 5874:
- Copy of the Bursar's Office receipt of payment.
- Signed memo or key request form from the dean or department head approving the replacement key.
- Note the UPD Case Number in the memo or at the bottom of the request form.

The key request form can be found here: Consolidated Request Form

You will be notified when your replacement key is available to be picked up from UPD.

You will need some type of identification to pick up the replacement key.

Reference University Procedure 41.05.02.C1.01 Section 6.

*If the key provides access to a high security area, such as a building master key, a fee will be charged for the expense of rekeying the lock cylinder and making new keys for all key holders in that area.

Complete and detach the receipt below and take it with you to the Bursar's Office.

TEXAS A&M UNIVERSITY-CORPUS CHRISTI - GENERAL RECEIPT

Form fields for receipt: LAST NAME, FIRST NAME, ACCOUNT NAME (Building Maintenance), ACCOUNT NO (285501-0000-4076), Plan (N/A), AMOUNT (\$40.00), COMMENTS (Lost Key Replacement), PAYMENT TYPE (Cash, Check, Credit Card), CONTACT NAME (Minerva Alaffa), CONTACT EXT (Ext. 2019)