Steps to Pick Up a Requested Key(s)

The person who requested the key will receive an email from the Keys Office to indicate that the key is ready for pickup.

To pick up a requested key, follow the steps below.

1. Prepare to get your keys:
   - Review the key pickup notification email sent by the Keys Office for instructions and next steps.
     - Ensure the keys you requested are the ones you are approved for
     - Make sure you have funds to pay the deposit and ensure you have a method of payment (debit/credit or cash) if applicable, refer to step #4.
   - Ensure you have your WesternOne card

2. Go to the Keys Office located to pick up your key(s)
   - Located in the FM Client Services office (Support Services Building, Rm. 1315) during regular business hours (M-F 7:00am-4:30pm)

Note: You need to pick up you key within 30 days from the date on the pick-up notification email.

3. Present your WesternOne card to the person in Keys Office

4. Pay your deposit of $25 for each key, via cash, credit or debit if you are:
   - A graduate or undergraduate student or
   - You are receiving replacement keys; this applies to all a students and employees.

5. Sign for your key(s).