

## Key Card Authorization Form

Report all lost keys immediately. Lost key replacement requests or extra key requests must be accompanied by a Key Card Authorization Form.

Families will be charged a lost key fee or an extra key fee of \$10.00 each. The fee is payable at the Business Office, by cash, check or credit card at the time the key is requested, and prior to reissuance of the key. Replacement keys must be picked up in person. Please allow 1-2 business days for request to be processed. No refunds will be issued on found cards.

Parent/Guardian Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Purchasing Extra Card For: \_\_\_\_\_

Lost Key Card.  
Which Key Card Do You Still Have? \_\_\_\_\_

**Last 4 Digits-If a number is not provided all Children's Institute key cards listed under your name will be deactivated for safety reasons.**

\_\_\_\_\_  
Parent/Guardian Signature

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

### FOR OFFICE USE ONLY

Key Card Number Issued: \_\_\_\_\_

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