Sign Out Key Ring Request Process

Below is the process for key requests where the key is to be placed on a ring, which would be available to selected individuals to sign out at a Security desk, or if a change is needed to an existing key ring.

The **requestor** must do the following:

Contact #   o   h   o   #oho at security@concordia.ca to ask for a sign-out key ring number.

Open a billable Work Order with the Call Centre to have a key placed on a new or existing key ring for sign out at a Security desk. The Call Centre can be reached at ex. 2400 or at call2400@concordia.ca. Provide the following:
- o The key ring number that was given by #oho
- o Your #   #

Fill out an online Key Request Form at
     and click YES where it asks if the key is to go on a new or existing key ring. You will need to provide:
- o The key ring number
- o The work order number
- o Do this for each key that will be going on a key ring

Once you submit your online key request, it will automatically be sent to the authorizer for approval. Once approval is received by Key Control, Key Control will verify the request and then send it to the Locksmith for processing.

The requestor will be advised by email when the key ring is ready.

Processing time varies depending on time of year, expect 5-15 business days, and potentially more during peak times.

Prior to use of the key ring, the requestor must provide #   o   h   o   with a list of names of the people who will be signing out the key ring (for the key ring template:). For existing key rings, update the list as necessary with #oho