

**Municipal Building Commission  
Key and Access Card Request Form**

Please print or type the information requested and return form to the MBC in Room 105, City Hall and Courthouse. Questions may be directed to the MBC at 612-596-9512.

Key/Access Card issued to: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Phone No: \_\_\_\_\_

Identify key# or door(s)/area(s) to which you are requesting access:

\_\_\_\_\_

Business need for key: \_\_\_\_\_

\_\_\_\_\_

Key Liaison/Dept Mgr Signature: \_\_\_\_\_

MBC Security Mgr Signature (if applicable): \_\_\_\_\_

\* Controlled areas require Dept Mgr and MBC Security Mgr approval.