



Key Request Form

Full Name: _____

Address: _____

City/State/Zip: _____

Work Phone: _____ Mobile Phone: _____

Email: _____

Employer: _____

Badge Number: _____

I, _____ acknowledge that the Airport Key that has been issued to me is the property pf the Lake Charles Regional Airport (LCH). I will return it to my supervisor when my employment at LCH has been terminated or I no longer need the Airport Key. I understand that I am also required to report to my supervisor immediately of the Airport Key is lost or stolen. I will not under any circumstance loan my Airport Key to another individual and I understand my Airport Key is not transferable to another individual.

Employee Signature Date

I _____ request that the above-named employee be issued a Lake Charles Regional Airport Key.

Employee Key Management / Supervisor Key

The Tennant or Contractor is aware of the \$100.00 per core and \$10.00 per key replacement fees. These fees will be levied for lost or stolen keys and must be paid before replacement of the core or key(s). The key replacement fee will also be levied for broken or damaged key that renders the key unusable. Upon the employee’s termination of employment, completion of the Airport project, or no further need for the kay, I will collect the Airport Key and return it to the Airport Administration Office.

Employee Signature Date

FOR AIRPORT USE ONLY

Key # _____ Issue Date: _____ Badge Verified: Yes No

Return Date: _____ Lost/Stolen Date: _____