



**SANTA ANA  
COLLEGE**



**Santiago  
Canyon  
College**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
TEST PILOT: LOST, STOLEN, OR UNRETURNED ACCESS CREDENTIAL REPORT FORM**

**SECTION A**

SITE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_  
 NAME: \_\_\_\_\_ DATE OF LOSS: \_\_\_\_\_  
*Last Name, First Name, M.I*  
 TITLE: \_\_\_\_\_  
 DEPT: \_\_\_\_\_  
 EMPLOYEE ID: \_\_\_\_\_ DISTRICT EMPLOYEE ID BADGE #: \_\_\_\_\_  
 CREDENTIAL WAS:  LOST  STOLEN  UNRETURNED (skip Section B)

**SECTION B - DESCRIPTION OF INCIDENT**

Where were the keys at the time of loss? \_\_\_\_\_  
 Please describe the circumstances in which the keys were lost or stolen?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Was incident reported to any authorities - local agency (police, sheriff) or Campus Safety?  YES  NO  
 Police/Sheriff Report No.: \_\_\_\_\_ Campus Safety Incident No.: \_\_\_\_\_

**SECTION C - KEY TYPES**

Please complete the chart below and list the key name or number for all keys reported lost or stolen:

Key Name/No.	Master Key? If so, indicate type (AL-2, AL-3, or AL-4)	Key Name/No.	Master Key? If so, indicate type (AL-2, AL-3, or AL-4)	Key Name/No.	Master Key? If so, indicate type (AL-2, AL-3, or AL-4)

**SECTION D - REPLACEMENT FEE FOR LOST, STOLEN, OR UNRETURNED MECHANICAL KEY**

Key Type	Cost Per Key	# of Keys Replaced	Subtotal
AL-2	\$ 150.00	x	=
AL-3	\$ 100.00	x	=
AL-4	\$ 50.00	x	=
AL-5	\$ 25.00	x	=
Cabinet Master	\$ 10.00	x	=
Cabinet File/Desk	\$ 3.00	x	=
<b>Total Fee:</b>			

**SECTION E - SUBMITTER'S SIGNATURE (Not required to be submitted by the employee indicated in SECTION A above)**

I certify the above is true and correct  
 NAME: \_\_\_\_\_  
*Last Name, First Name, M.I*  
 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SECTION F - SAFETY OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_  
*Name*  
 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_