Procedures for Reporting Lost/Stolen UH-Hilo Keys

Person Reporting_____Phone #_____

Building(s)/Room(s) Missing_____

Notified:
UHH Auxiliary Services_____(date)_____

Signing Authority/Supervisor_____(date)_____

UHH Security_____(date)_____Incident Report #_____

Police Notified_____(date)_____Report#_____

Locks re-keyed/replaced_____

Return this form to UHH Auxiliary, Building 300-101. Replacement keys are $2.00 each and a new key authorization form is required. Additional charges may be incurred, if locks need to be re-keyed or replaced. Personal keys (as all other items) are turned into the UH-Hilo's Lost and Found, located in the Campus Center.