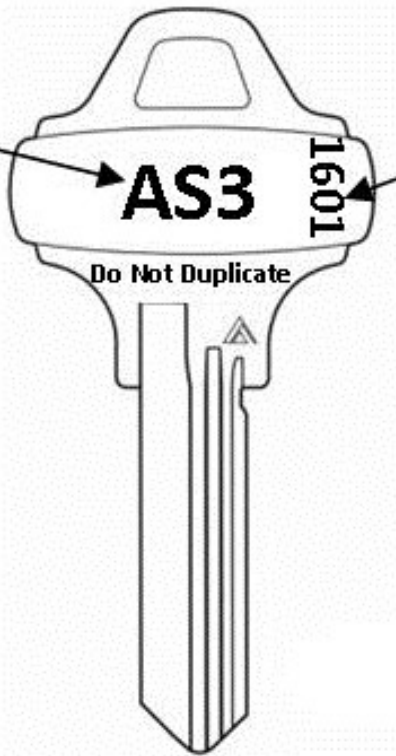


Key Number identifies what building and doors the key operates.



Specific Serial Number identifies who the key is issued to. May be numbers or letters.

Please contact us by email or submit a key transfer request form that can be found on the Facilities Webpage: <http://wp.stolaf.edu/facilities/key-transfer/> and provide the NEW key holders name and the **key number and serial number** that is stamped on each specific key bow so that we can update the St.Olaf key records database to reflect the key transfer and current Key Holder.

Please feel free to contact us if you have any questions at [armstrot@stolaf.edu](mailto:armstrot@stolaf.edu) or [malecha@stolaf.edu](mailto:malecha@stolaf.edu) or campus phone at 3039.

Thank you for helping us maintain accurate St.Olaf key records which assists St.Olaf in providing a safe and secure living, learning, and working environment for the St.Olaf Community.

Thank you,

-Campus Locksmiths: Tom Armstrong & Tony Malecha