**Key and Access card Checkout form**

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| **Handed over by:** | **Taken over by:** |
|  |  |

ID:

Type:

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| Checkout notes | | | |
|  | | | |
| Place: | |  | |
| Date: | |  | |
|  | |  |
|  | |  |
| ………………………………………………………  signature of the responsible person | | ………………………………………………………  signature of the employee |
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