

KEY REGISTER OF _____ PCC

KEY NAME (eg main door, vestry, safe) _____ **PAGE No** _____

(Note – create a new page in the register for each key name. Each register page details the holders of the copies of that key. When the holder changes cross the line through and enter the key number in a new line below with details and signature of the new holder). If an extra copy of a key is made give that copy the next number and enter on a new line. When page lines exhausted start a new page and number accordingly.)

Key ¹ No	Type ²	Holders Name	Office <i>(as keys will be normally held in accordance with church office enter office eg church warden, vicar)</i>	Reason for Issue <i>(eg: access to set up refreshments; access for church opening)</i>	Date Issued	Signature for receiving key and confirming <u>it will NOT be loaned or copied</u> ³ <i>(to be signed by key holder)</i>	Date Returned	Signature of receiving holder on return <i>(church warden or office holder responsible for key issue and register to sign when key received back into their custody)</i>
Example								
1	O	Rev A.N.Other	Incumbent	Access for services	1/1/1980	A.N.Other		

¹ Enter an incremental key number (eg if only one key exists enter 1 on first line. If 3 keys exist use three rows, one for each key copy, numbering them 1, 2 and 3)

² Type column can be used to show "O" for an original key and "C" for copy or any other classification required locally

³ When obtaining copy keys ask for duplicate key to be engraved "NOT TO BE COPIED".