

Notice to Customers regarding Do Not Duplicate or Restricted Keys

According to Business and Professions code **6980.54** in the state of California any key that is marked "DUPLICATION PROHIBITED", "DO NOT DUPLICATE", or any variation; is unlawful for anyone to reproduce without a "LETTER OF AUTHORIZATION". A copy of this authorization letter must be presented to the person who is copying the key and remain on file.

DND LETTER OF AUTHORIZATION FORM

I, Name and title/position , am requesting duplication of a key or keys for the property at the address of Exact Address . I have the legal authority and rights to make this request or have been granted the authority and right to make this request by the company and or property owner.

If you are not the owner please provide company or owners information below:

- 1) Owner(s) or Company/Business name
- 2) Address if different from above

In addition to the owner(s) and myself, the following people are also authorized to request keys for the above mentioned property:

List individuals (if applicable)

- 1)
- 2)
- 3)
- 4)

For the purpose of verification, anyone (including ownership) requesting key duplication must present government issued identification. Any individual whose name does not appear on this letter or who fails to present proof of identification must be denied. This letter shall remain permanent until further notice. Please contact me in case of further clarification or concerns.

Contact information

Email:

Phone Number:

Signature

Date