

BGSU Key Return by MAIL

Non-local Student/Faculty/Staff may mail returned keys to BGSU. Please be sure to include this form with keys securely attached. Additional postage may be required.

1. Complete this form and mail with returned keys.
2. Tape the keys to this paper so they do not fall out of the envelope if a rip or tear develops during delivery.
3. A padded envelope is recommended with \$3.80 postage (about 4 forever stamps). Regular envelopes with 2 forever stamps can be used but not recommended. Check with your local post office when returning a large number of keys.
4. Mail to: Bowling Green State University; Campus Operations; 816 E. Poe Rd; Bowling Green, OH 43403.
5. Campus Operations Help Desk will email you a receipt to confirm items made it safely to BGSU.

NAME	
BGSU ID#	
EMAIL	
DATE	

KEYS RETURNED:

	KEY NUMBER
1	
2	
3	
4	
5	
6	

