

Steps to Replace a Stolen/Lost Key

To replace a stolen or lost key, follow the steps below.

1. Contact Western Special Constable Services (WSCS) to report the lost or stolen key.
 - Call: 83300, or go to the WSCS Office in Lawson Hall, room 1257
 - Explain that you have lost your key and indicate the building and room number that it unlocked
2. Obtain the incident report number from Western Special Constables.
3. Request a replacement key by following the ***Steps to Request a Key***
 - The replacement key request will go through the approval process.
4. Follow the 'Steps to Pick Up a Key'