

Other State Agency FUEL KEY REQUEST FORM - LEASE VEHICLE

rev. 08/2014

Agency Name:

Agency No:

Type of Request:

New:

check one of the boxes below		
<input type="checkbox"/>	Lost:	<input type="checkbox"/>
<input type="checkbox"/>	Key No Longer Works:	<input type="checkbox"/>

Lost:

Key No Longer Works:

Agency Contact Name:

(Employee responsible for Vehicle)

Agency Contact Title:

Agency Contact Tel. #:

Number of Keys:

Lease Keys to be used on LEASED VEHICLES ONLY

Note: DOT reserves the right to limit the number of keys issued

Address if you want key mailed:

DOT will issue Fuel Prokees (green in color) for leased vehicles to fuel at State of Connecticut owned and operated fueling facilities. These keys will have a specific numbering criteria as assigned by DOT which will identify them as "LEASED VEHICLES". Your agency will be fully responsible for ALL FUEL dispensed against these keys. **It is your Agency responsibility to insure that these keys are used appropriately.**

Agencies are reminded that LEASED FUEL PROKEES are AGENCY SPECIFIC and WILL NOT track fueling by vehicle.

DOT will not be responsible for fuel dispensed as a result of a lost or missing key or employee misuse. Agencies are required to notify DOT Fuel Control 860-594-2266 of any lost or missing keys immediately. DOT reserves the right to deactivate a leased fuel key at anytime.

fax: 860-594-2302

PICK UP FUEL KEYS AT: Department of Transportation, 2800 Berlin Turnpike, Newington, CT - Ask for Fuel Control

Please pick up key within 1 week

BRING THIS FORM WITH YOU WHEN PICKING UP YOUR KEY - KEY WILL NOT BE ISSUED WITHOUT A PROPERLY COMPLETED FORM

Key Issued to (print name:)

Signature:

Office Telephone No:

Date: