



INTERNATIONAL BOUNDARY & WATER COMMISSION  
**USE OF USIBWC KEY**

Project: \_\_\_\_\_ Contract Number: \_\_\_\_\_

USIBWC's Contractor: \_\_\_\_\_

If the Contractor receiving key is not part of an active construction or design project, provide the following information:

Contractor's Address: \_\_\_\_\_

Authorized Agent's Email: \_\_\_\_\_

Authorized Agent's Phone Number: \_\_\_\_\_

You are being provided a copy of key number: \_\_\_\_\_

Unless the key is stamped "Do Not Duplicate," you may make copies of the key for your use during work on the above referenced project. All copies shall be stamped with the same number as the key provided.

The provided key, as well as any copies made, shall remain the property of USIBWC.

Acceptance of the key indicates agreement with the following:

- When gates are removed as part of this project, all USIBWC removed locks shall be provided to the COR until they are to be reinstalled.
- When gates remain in place as part of this project, all gates shall be closed and locked at the end of the work day.

The provided key, as well as all copies made by your Contractor, shall be returned to USIBWC at the completion of the project. USIBWC may require that keys be returned prior to this date.

*Agreed by Contractor's Authorized Agent:*

\_\_\_\_\_  
Print Name of Contractor if Different than USIBWC's Contractor

\_\_\_\_\_  
Printed Name of Contractor's Authorized Agent

\_\_\_\_\_  
Contractor's Authorized Agent's Title

\_\_\_\_\_  
Signature of Contractor's Authorized Agent

\_\_\_\_\_  
Date Signed



INTERNATIONAL BOUNDARY & WATER COMMISSION  
**USE OF USIBWC KEY**  
**INSTRUCTIONS**

*Complete this form whenever a key is issued.*

*In accepting a key from us, you are acting as an authorized agent of the company that you work for. Both you and your company are responsible for key provided.*

**Project:** Enter name of USIBWC project for which you need a key.

**Contract Number:** Enter USIBWC contract number for which you need a key. While a CM Contractor may enter either the construction contract number or their task order number, we prefer that the construction contract number is entered.

**USIBWC's Contractor:** Name of USIBWC's Contractor for which you are being issued a key. This is the name of the contractor that holds a contract with USIBWC (i.e. prime contractor). If you work directly for the prime contractor, enter the prime contractor's name. If you work for a subcontractor of the prime, enter the prime contractor's name. A CM Contractor shall enter the name of their company since they are a prime contractor.

**Contractor's Address:** DO NOT ENTER NAME OF CONTRACTOR HERE. Enter your company's mailing address only.

**Authorized Agent's Email:** Enter your email address.

**Authorized Agent's Phone Number:** Enter your phone number.

**Key Number:** Enter key number stamped on the key. If no number is stamped on the key, person issuing key will inform you of the number.

**Name of Contractor:** If you work for anyone other than the prime contractor, enter the company name of the contractor that you work for.

**Authorized Agent's Name:** Enter your name.

**Authorized Agent's Title:** Enter your position title.

**Signature of Contractor's Representative:** Insert scanned or digital signature.

**Date:** Enter date form signed.

Finally, print completed form to pdf.



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**USE OF USIBWC KEY**

Project: Make Believe Levee Work Contract Number: 191BWC99C9999

USIBWC's Contractor: ABC Excavating & Construction

If the Contractor receiving key is not part of an active construction or design project, provide the following information:

Contractor's Address: 4191 N Mesa  
El Paso, TX 79902

Authorized Agent's Email: anywho@something.com

Authorized Agent's Phone Number: (915) 832-0000

You are being provided a copy of key number: 2035

Unless the key is stamped "Do Not Duplicate," you may make copies of the key for your use during work on the above referenced project. All copies shall be stamped with the same number as the key provided.

The provided key, as well as any copies made, shall remain the property of USIBWC.

Acceptance of the key indicates agreement with the following:

- When gates are removed as part of this project, all USIBWC removed locks shall be provided to the COR until they are to be reinstalled.
- When gates remain in place as part of this project, all gates shall be closed and locked at the end of the work day.

The provided key, as well as all copies made by your Contractor, shall be returned to USIBWC at the completion of the project. USIBWC may require that keys be returned prior to this date.

*Agreed by Contractor's Authorized Agent:*

Mesa Hauling

Print Name of Contractor if Different than USIBWC's Contractor

John Smith

Printed Name of Contractor's Authorized Agent

Signature of Contractor's Authorized Agent

Manager

Contractor's Authorized Agent's Title

10/30/2019

Date Signed