### **Lost Key Incident Report**

**Date of Report:** [Insert Date]  
**Time of Report:** [Insert Time]

#### **Reporter Details**

* **Name:** [Full Name of the Reporter]
* **Contact Information:** [Phone Number, Email Address]
* **Address:** [Full Address]

#### **Details of Lost Key**

* **Key Description:** [Provide a description of the lost key, including type (e.g., house, car), unique identifiers (e.g., keychain or fob), and any distinguishing features.]
* **Date and Time Lost:** [Insert Date and Time]
* **Location Lost:** [Specify where the key was last seen or believed to have been lost.]

#### **Circumstances Leading to Loss**

[Provide a detailed explanation of how the key was lost, including any actions taken to locate it.]

#### **Actions Taken**

* **Search Conducted:** [Yes/No]
  + **Details:** [Specify the areas and methods searched.]
* **Reported to Authorities:** [Yes/No]
  + **Agency Name:** [Name of the agency (if applicable)]
  + **Report Number:** [Reference number, if available]

#### **Declaration**

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

**Signature:** [Your Signature]  
**Date:** [Insert Date]