



Key and Access Request Form

Applicant's Details:

Please provide all of the following details so we can process your request, items with a red * asterisk are compulsory, your application will not be processed unless completed:

- * Staff number, it is essential for correct identification on our systems _____
- * Your e-mail address so we can let you know when your keys are ready _____
- * Surname: _____ * First Name: _____
- * Department/School: _____ * Phone No: _____
- * GL Code to be used should chargeback be required _____
- Please Tick One Permanent Staff Casual Staff Work Experience Contractor Visitor

BUILDING SECURITY SYSTEM ACCESS REQUIRED

Please provide access to the following areas:

- For Building/Boom-gate (eg T-Block): _____
- For Floor/Level Numbers (eg Level 1 & 2): _____

KEY REQUIRED FOR FOLLOWING ROOM/S

- Door Number/s (eg T1-01 & T2-01): _____

* APPLICANT'S SIGNATURE: _____

AUTHORISED BY:

* NAME: _____

(Manager)

* SIGNATURE: _____

(To be completed by Security Officer)

Photo ID sighted: YES/NO Signature Officer: _____ Print _____
