

# ACCESS REQUEST FORM

Request ID: \_\_\_\_\_ Request Type: \_\_\_\_\_

## Requester Information

Full Name: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Contact Phone/Email: \_\_\_\_\_

## Access Details

Type of Access Requested: \_\_\_\_\_

Systems / Facilities to Access: \_\_\_\_\_

Level of Access: \_\_\_\_\_

Access Duration Requested: \_\_\_\_\_

## Authorization

Manager/Supervisor Name: \_\_\_\_\_

Manager/Supervisor Signature: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

## Security and Compliance Acknowledgement

Requester acknowledges and agrees to comply with all applicable security policies, procedures, and regulations governing the requested access. Unauthorized use or disclosure of access credentials may result in disciplinary action, including termination, and possible legal consequences.

## Terms and Conditions

1. All access granted is subject to ongoing review and may be revoked at any time for security or operational reasons.
2. Requester shall immediately report any suspected or actual security incidents related to the access.
3. Access is provided for legitimate business purposes only and must not be shared or transferred.
4. Compliance with all applicable federal, state, and local laws is mandatory.
5. Requester consents to monitoring and auditing of access and activity to ensure compliance with policies and laws.
6. This access request form and any approvals constitute a binding agreement between the requesting party and the organization.

**REQUESTER'S SIGNATURE**

**MANAGER'S SIGNATURE**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Original source of this document:

<https://formdocs-us.com/access-request-form/>

Did you find this template helpful?

Find more updated templates at:

<https://formdocs-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.