



TO: Access (access@scu.edu.au)

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 or Student 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 Student 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: _____

(Cost Centre Head / Head of School / Administrative Directors / Nominated Persons)

* SIGNATURE: _____

(To be completed by Security Officer)

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

Please Note

All building security access keys are to be collected from the Security Gatehouse Lismore Campus main entrance. Student or Staff photo I.D is required to collect your keys, please allow up to 5 days. All swipe cards are to be collected from Student Services, during their normal working hours. In accepting keys or access please be aware that your details will be recorded in the key register, access control system and your access to buildings will be recorded on the database. Your details will not be unlawfully released to a third party. The Key & Access Policy can be viewed at <http://staff.scu.edu.au/facilities>