

Building Access Authorization Form

This **building access authorization form** sample ensures secure entry management by verifying approved personnel before granting access. It streamlines the authorization process, enhancing safety and accountability within the premises. Utilizing this template helps organizations maintain strict control over building access rights.

Applicant Details

Full Name

Department/Unit

Contact Number

Email Address

Access Details

Area(s) Requested for Access

Type of Access

Select

Access Duration (if temporary)

e.g. 01/07/2024 - 30/09/2024

Reason for Access

Authorization

Authorized By (Manager/Supervisor)

Authorization Date

Signature (Applicant/Authorized Person)

Sign here or attach digital signature

Submit