

# Remote Access Request Form Sample

The **remote access request form sample** streamlines the process of granting secure access to company systems from external locations. It ensures that all necessary information is collected to maintain network integrity and compliance. Utilizing this form helps organizations manage remote connections efficiently and safely.

**Instructions:** Please complete all relevant fields. Incomplete forms may delay remote access provisioning.

**Full Name:**

**Department/Team:**

**Company Email:**

**Phone Number:**

**Reason for Remote Access:**

**Systems/Resources Needed:**

e.g., VPN, SAP, Shared Drives

**Access Duration:**

Select

If Other, specify duration

**Remote Access Location(s):**

City, Country or IP address (if known)

**Type of Connection:**

☐

VPN

☐

RDP

☐

Web Portal

☐

Other

**Device Details:**

Device Type	Operating System	Serial Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Manager/Supervisor Name:**

**Manager/Supervisor Email:**

**Requester Signature:**

**Date:**

**Manager Approval Signature:**

**Date:**

Submit Request