

Building Access Request Form

Use this **building access request form sample** to streamline the process of granting authorized entry to your premises. It ensures all necessary information is collected for security and record-keeping purposes. Simplify access management with a clear and efficient request template.

Full Name *

Department / Organization *

Email Address *

Phone Number

Type of Access Requested *

--Select Access Type--

Areas/Rooms Requiring Access *

e.g., Main entrance, IT server room

Access Dates (if temporary/visitor)

to

Purpose of Access *

Supervisor/Manager Approval Name *

Supervisor/Manager Email *

Additional Notes

Submit Request