Temporary Access Request Form

This **temporary access request form** sample streamlines the process of granting short-term entry permissions, ensuring security and accountability. It captures essential details such as user information, access duration, and approval signatures. Utilizing this form helps organizations maintain control over temporary access while complying with internal policies.

1. Requestor Information

Full Name:

Email Address:

Department/Unit:

Contact Number:

2. Access Details

Access Location/Area:

Reason for Temporary Access:

Access Duration:

Access Time (if applicable):

Supervisor/Manager Name:

3. Signatures

Requestor Signature:

(sign or type name)

Date:

Approver Signature:

Supervisor/Manager

Date:

Submit Request