User Account Access Request Form Sample

Use this **user account access request form sample** to streamline the process of granting system access efficiently and securely. It ensures all necessary user information is collected to maintain compliance and protect sensitive data. This template is ideal for IT departments managing access permissions and audits.

Full Name:

Employee ID:

Department:

Email Address:

Account Type Requested:

- Select -

Access Level:

- Select -

Business Justification:

Type of Request:

☐ New Account
☐ Modify Access
☐ Remove Access

Access Start Date:

Access End Date:

Manager/Supervisor Name:

Manager Approval:

- Select -

Additional Information (if any):

Submit Request

Manager Approval:

- Select -

Additional Information (if any):