



Vendor Service Provider Access Request Form

Individuals requiring physical badge access to Juniper facilities and/or Juniper IT systems (Juniper's Network) must complete all parts of this form and the ones listed below in order to gain access.

A valid purchase order is required prior to granting access for VSP personnel. Consult the Purchasing Department for guidance on establishing purchase orders. Vendor personnel require Contract Manager Approval.

Personnel who require background check processing are authorized interim temporary badge access for 5 working days. Personnel whose background reports do not meet Juniper standards agree to surrender access credentials on request from Juniper.

Additional On-boarding Documents and Instructions

Documents to be filled out by Juniper Reporting Manager/Admin:

- VSP Access Request Form Approvals

Documents to be filled out and signed by individual:

- Contractor Confidential Information and Invention Assignment Agreement (CCIIAA) or Non-Disclosure Agreement (for specific locations only)
- Non-Employee Code of Conduct
- Safety & Security Rules

Documents to be reviewed, but not signed, by individual:

- Information Security Acceptable Use Policy
- Environmental, Health, Safety and Security Commitment

Documents for vendor HR or personnel who will review the background check results of individual (for specific locations only):

- Background Check Guidelines and Certification Form
- Example Process: Review of Results to the Juniper Networks Background Check Guidelines

To be completed by VSP Admin:

Date reviewed and entered into PeopleSoft: _____

Processed by VSP admin (name): _____