**Remote Access Application Form**

\*Please be advised that all sections **MUST** be filled out before submitting to Service Desk

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| **Section 1: Applicant information** | | | |
| Last Name |  | First Name |  |
| User ID |  | User Email |  |
| Staff Type | [ ] Staff  [ ] Contractor - contract end date: \_\_\_/\_\_\_/\_\_\_\_ | Job Position |  |
| Department |  |
| Current Security Clearance | [ ] National Police Clearance (NPC) [ ] Integrity check (IC)  [ ] Baseline Vetting (BLV) [ ] Negative Vetting 1 (NV1)  [ ] Negative Vetting 2 (NV2) [ ] Positive Vetting (PV) | | |
| **Section 2: Details** | | | |
| **Type of access** | | **Overseas Access** | |
| * Standard Remote Access Method * VPN | | * NO * YES, if YES, provide the following: * Country: * Emergency Contact Name: * Emergency Contact Phone: | |
| **Type** | **Access End Date** | | |
| [ ] Emergency Access | Emergency access end dates | | |
| [ ] Temporary Access | Temporary access end dates | | |
| [ ] Other –Please Specify  : | Other access end dates | | |
| **Business Justification** | | | |
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| **Section 3: Terms and Conditions** | | | | |
| 1. Remote Access **MUST** only be used for authorised work purposes only. 2. Remote Access users **MUST** advise the IT service desk when they no longer require their remote Access E.g. Change of position or circumstances, long service leave, etc. 3. Remote Access users **MUST** advise the IT Security and Risk when they are planning on traveling overseas and intending to remote access from another country. Otherwise unidentified Remote Access from overseas may get blocked. 4. Remote Access users **MUST IMMEDIATELY** advise the IT service desk if they suspect that their account or account password has been compromised. | | | | |
| **I acknowledge and agree to the terms and conditions above** | | | | |
| Last Name |  | First Name |  | |
| Signature |  | Date |  | |
| **Section 4: Line Manager** | | | | |
| Acknowledgement – I acknowledge that:   * I have reviewed this application in accordance with the information supplied by the applicant * I have received the acknowledgement made by the applicant that the information provided in this application is true and correct, and * I endorse this application made by the applicant | | | | |
| Last Name |  | First Name |  |
| User ID |  | Job Position |  |
| Signature |  | Date |  |
| **Section 5: Authorised Officer Approval** | | | | |
| Last Name |  | First Name |  |
| User ID |  | Job Position |  |
| Signature |  | Date |  |
| **Section 6: Actioning Officer Acknowledgement** | | | | |
| Acknowledgement - I acknowledge that:   * I have received the application form and verified the form has been completed with appropriate approval * I, delegate of the Authorised Officer, have taken the action to grant the requested access, and * I confirm that the action has been successfully completed | | | | |
| Last Name |  | First Name |  |
| User ID |  | Job Position |  |
| Signature |  | Date |  |