**CC Camera Access Request Form**

1. **Employee Details**

|  |  |  |
| --- | --- | --- |
|  | Full Name | ……………………………………………………………………………………………………………… |
|  | Emp ID/Dept. | ……………………………………………………………………………………………………………… |
|  | Position | ……………………………………………………………………………………………………………… |
|  | Email Address | ……………………………………………………………………………………………………………… |
|  | Phone Number | ……………………………………………………………………………………………………………… |

**2. Access Request**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Reason for Access | | ………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………… | | |
|  | Reason for Access | | ………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………… | | |
|  | Access Start Date/Time | | Date: ………………………………………………………………….…………………………………  Time: ………………………………………………………………….………………………………… | | |
|  | Access End Date/Time | | Date: ………………………………………………………………….…………………………………  Time: ………………………………………………………………….………………………………… | | |
| Name: | | Name: | | Name: | Name: | |
| ………………………………… | | ………………………………… | | ………………………………… | ………………………………… | |
| Requested By: | | Verified By: | | Confirmation By: | Access Provided By: | |
| Employee | | Supervisor | | HR Department | IT Department | |