# CC Camera Footage Request Form

## Employee Details

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

## 2. Access Request

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Reason for Access | …………………………………………………………………………………………  …………………………………………………………………………………………  ………………………………………………………………………………………… | | | |
|  | Footage Start Date/Time | Date: …………………………………………………………….……………………  Time: …………………………………………………………….…………………… | | | |
|  | Footage End Date/Time | Date: ………………………………………………………….……………………  Time: ………………………………………………………….…………………… | | | |
|  | Footage | View Download | | | |
| Name: | | Name: | Name: | Name: | Name: |
| ……………… | | …………………… | ………….……… | …………………………… | …………………… |
| Requested By: | | Verified By: | Confirmation By: | Confirmation By: | Provided By: |
| Employee | | Supervisor | Admin Department | HR Department | Security Head |