[Company name]

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System Access Request Form

One request for access, justified by business need, approved separately from the person who grants it.

1. Person requesting access

Full name of the person requesting access	[Full name of the person requesting access]
Job title of the person requesting access	[Job title of the person requesting access]
Department of the person requesting access	[Department of the person requesting access]
Manager of the person requesting access	[Full name of the manager of the person requesting access]
Start date for this access	[Start date for this access]
End date for this access, if temporary	[End date for this access, if temporary, or confirmation that ongoing access is requested]
Date of this request	[Date of this request]

2. Type of request

[Type of access request: new access, change to existing access, or removal of access.]

[Description of any existing access that should change or be removed as part of this request.]

3. Systems and access requested

List one system per row, with the lowest level of access that meets the business need. Add or remove rows as needed.

System or application requested	Access level requested	Business reason for access to this system	Duration of access to this system
[Name of the first system requested]	[Access level requested for the first system]	[Business reason for access to the first system]	[Duration of access to the first system]
[Name of the second system requested]	[Access level requested for the second system]	[Business reason for access to the second system]	[Duration of access to the second system]
[Name of the third system requested]	[Access level requested for the third system]	[Business reason for access to the third system]	[Duration of access to the third system]

4. Business justification

[Business justification for this access, explaining the work that cannot be done without it.]

[Explanation of why the lowest access level requested is sufficient, and why a higher level is not needed.]

5. Sensitive access and security review

[Confirmation of whether this request includes privileged access, access to sensitive data, or access to a regulated system.]

[Security review outcome for this request, or confirmation that no separate security review was required and why.]

6. Manager approval

Approval step	Approver name	Decision	Date of the decision
Manager approval	[Full name of the manager approving this request]	[Decision of the manager on this request]	[Date of the decision by the manager]
System owner approval	[Full name of the system owner approving this request]	[Decision of the system owner on this request]	[Date of the decision by the system owner]
Security review	[Full name of the person completing the security review]	[Outcome of the security review]	[Date of the security review]

[Conditions attached to this approval, or confirmation that there are none.]

7. Provisioning record

Person who granted this access	[Full name of the person who granted this access]
Date this access was granted	[Date this access was granted]
Ticket or request reference	[Ticket or request reference for this access]
Access confirmed by the requester	[Confirmation that the requester has tested and confirmed this access]

8. Review and removal

[Date on which this access will be reviewed, or the event that will trigger its removal.]

[Full name of the person responsible for confirming this access is still needed at review]