



### Gallagher – Electronic Building Access Request

Upon completion of this form (2 pages), please email to Security Technical Office (Properties, Facilities, and Development) at [securitytechoffice@curtin.edu.au](mailto:securitytechoffice@curtin.edu.au).

Please ensure that you have read the form carefully and complete **ONLY** the relevant sections.

#### Applicant details

*This section is to be completed by ALL applicants*

Staff ID / Associate ID	Name
Curtin Email address	Phone
Position Title	Campus / Company name
Department	Building / Company Address

#### Access Requirements

*Please provide the following details*

Building, Level, Area, Door, Zone or Description <i>(e.g. B109, Lvl 1, Properties External Door)</i>	Day and Time Access is required <i>(e.g. 8am to 5pm, Monday to Friday)</i>



### Application Declaration

Follow the steps in the following link on how to digitally sign PDF forms.  
(<https://helpx.adobe.com/reader/using/fill-and-sign.html>)

In signing this request, I:

- a) The access card issued always remains the property of the University and must be returned to Security upon request
- b) The card will be programmed to provide access to specific areas at specific times according to the authorisation provided on this form by the relevant head of school or department. Requests for access to other areas or during different times will only be permitted by Security if authorised in writing by an appropriate person.
- c) Any misuse of facilities to which this card provides access will result in cancellation of the card and loss of access to those facilities
- d) The card will not be given to any other person, and its loss will be reported to Security immediately

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

Authorised Officer to complete (Head of Applicant's Department / Area or Laboratory license holder)

By signing this form you are authorising the applicant to be granted the access as detailed on page 1.

Name	Email
Position	Phone

Signature of Authorised Officer : \_\_\_\_\_ Date : \_\_\_\_\_