

ACCESS REQUEST FORM (FOR EXTERNAL STAKEHOLDERS AND CAMPUS PARTNERS)

Access requested for:

Name (and company, if applicable)

Reason for access:

Areas requested for access (specify building(s) or "housing all" for all buildings):

Access Dates Requested: Start Date: End Date:

Housing staff initiator:

Director approval/signature:

*Notification of access approval provided to other directors Director's initials:

*Notification of access documented in directors' or HMT minutes Date:

**This section not required for domestic partners, spouses and/or dependents of live-in staff/campus partners.*

TO BE COORDINATED BY HOUSING STAFF INITIATOR AFTER APPROVAL

UGA 16 digit ID number:

Applicable policies reviewed with stakeholder: Housing staff initials:

TO BE COORDINATED BY HBHR AFTER APPROVAL

Date access granted in database: HBHR Initials:

Date access terminated in database: HBHR Initials:

Access audit dates: