

REQUEST FORM: INDIVIDUAL SECURITY ACCESS PASS

LOT_ FOUR TEEN

To obtain a security access pass to Lot Fourteen this form must be completed in full and submitted by the organisation's tenant administrator to [LotFourteenSecurity \(lotfourteensecuritycoordinator@agsecurity.com.au\)](mailto:lotfourteensecuritycoordinator@agsecurity.com.au).

Each access pass will provide the owner access to all shared spaces across the precinct as well as their specific tenancy and applicable access requirements.

Once prepared, Lot Fourteen Security will email the tenant administrator and access pass owner to advise them that the pass is ready for collection/activation from the Lot Fourteen Security Office, which is located in the basement of TechCentral.

To activate a pass the owner must show proof of identity. All new security access passes will be provided via the Gallagher phone application unless specified in the comments section below.

CREDENTIAL HOLDER INFORMATION			
Prefix: (Ms, Mrs, Dr etc.)		First name:	
Last name:		Post nominal: (OAM etc.)	
Position title:			
Organisation:			
Email:			
Mobile phone:			
Please select the description that best describes the individual			
BUILDING ACCESS AND LOCATION REQUIREMENTS			
Primary location:			
Building name:		Building floor:	
Secondary location (if applicable):			
Building name:		Building floor:	
ACCESS REQUIREMENTS:			
Date to be activated/collected from security:			
Date to be deactivated (if applicable):			
Select which access pass type is requested:	Physical card Mobile app credential		
Special access requirements or comments e.g. tenant requires a physical access card, access to particular offices or rooms etc.			