

# Security Access Card Request Form



Please complete form in upper case with all relevant information entered.

New   
Replacement   
Update

*Photo Sessions: Mondays, Wednesdays and Fridays, 10am-12pm or 1pm-3pm*

**\* Mandatory fields must be completed before processing**

\*Family name:

\*Given Names:

Phone Number:

School:

Extension Number:

Program:

\*Student/Staff Number:

Undergraduate, Postgraduate or Vocational Education student: (students only)

By accepting the Security Access Card, I agree to abide by the issued RMIT University Access Policy and any other portfolio or school policy in the use of this card. This card is non-transferable, remains the property of RMIT University and must be surrendered on request.

\*Signature:

**School/ Portfolio Authorisation**

\*Access area:   
Profile or door group

\*Access times:   
24 hour / weekend only / specified times

\*Account code to be charged:

Name

Signature

School

Ext/Mobile Phone

Name

Signature

School

Ext/Mobile Phone

Access Card Number   
(all numbers on back of card)

Recipient/Signature