



## VPN Access Request Form

Doc. Control Number	Version
SNL-65	0.2



### VPN Access Request Form

1- Employee Information:

- Full Name: \_\_\_\_\_
- Employee ID: \_\_\_\_\_
- Department: \_\_\_\_\_
- Job Title: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

2- Reason for VPN Access:

- ☐ Remote Work
- ☐ Business Travel
- ☐ Access to Restricted Resources
- ☐ Other (please specify): \_\_\_\_\_

3- Duration of Access:

- ☐ Temporary (specify dates): \_\_\_\_\_
- ☐ Permanent

4- Supervisor Approval:

- Supervisor's Full Name: \_\_\_\_\_
- Supervisor's Email: \_\_\_\_\_
- Supervisor's Phone Number: \_\_\_\_\_
- Supervisor's Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

5- IT Department Approval:

- IT Department Contact: \_\_\_\_\_
- IT Department Email: \_\_\_\_\_
- IT Department Phone Number: \_\_\_\_\_
- IT Department Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

6- Additional Comments/Notes:

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7- Instructions:

- Fill out this form completely and accurately.
- Obtain approval from your supervisor.
- Submit the form to the IT department for processing.
- Once approved, you will receive instructions on how to set up and use the VPN.

**Note:** VPN access is granted solely for business purposes. Unauthorized use of the VPN is strictly prohibited.