

**Key Request Signature Authorisation Form must be completed by the Head of Division / School / Unit / Research area or Nominee**

- Enter your details on the Signature Authorisation form
- Send the completed form to Security for record keeping.
- If you are moving or leaving the university a **new Signature Authorisation Form** must be completed by your replacement and the completed form sent to Security.
- You have the option of providing a nominee/s in the event of you taking an extended leave of absence from the university. **(Complete Section B including the start and end dates)**

<b>KEY ISSUE SIGNATURE AUTHORISATION FORM</b>			
<b>Section A - Head of Division / School /Unit / Research area or Nominee</b>			
Please complete the details below and return the form to Security			
Last Name:			
First Name:			
Staff ID:			
School / Division			
Building Name		Room Number	
Phone No.		Mobile No.	
Signature:			Date: / /
<b>KEY ISSUE SIGNATURE AUTHORISATION FORM Section B - Nominee</b>			
Please complete the details below and return the form to Security			
Last Name:			
First Name:			
Staff ID:			
School / Division			
Building Name		Room Number	
Phone No.		Mobile No.	
Start Date:		End Date:	
Signature:			Date: / /

<b>KEY ISSUE SIGNATURE AUTHORISATION FORM Section B - Nominee</b>			
Please complete the details below and return the form to Security			
Last Name:			
First Name:			
Staff ID:			
School / Division			
Building Name		Room Number	
Phone No.		Mobile No.	
Start Date:		End Date:	
Signature:			Date:        /    /

<b>KEY ISSUE SIGNATURE AUTHORISATION FORM Section B - Nominee</b>			
Please complete the details below and return the form to Security			
Last Name:			
First Name:			
Staff ID:			
School / Division			
Building Name		Room Number	
Phone No.		Mobile No.	
Start Date:		End Date:	
Signature:			Date:        /    /