

# UCD Telephone Services Line Access Request



**Line Access Request Form**

1	<b>Extension Number</b>	
2	<b>Office Number</b>	
3	<b>First Name</b>	
4	<b>Last Name</b>	
5	<b>Personnel No</b>	
6	<b>Email Address</b>	
7	<b>Department</b>	
8	<b>Level of Access Required</b>	Tick all relevant
	Local	<input type="checkbox"/>
	National (32 counties)	<input type="checkbox"/>
	Mobiles	<input type="checkbox"/>
	UK	<input type="checkbox"/>
	International	<input type="checkbox"/>
	Restricted to internal only	<input type="checkbox"/>
9	<b>Date Required</b>	
	From	
	To	
10	<b>Today's Date</b>	
11	<b>Signed</b>	

**Authorisation by Head of School/Unit:**

I, \_\_\_\_\_, hereby authorise that the above telephone extension can be opened up to access the levels stated on this form. I confirm that payment for these calls can be charged to the \_\_\_\_\_ School/Unit and to charge code \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### **1. Instructions**

Complete using Block Capitals only.

Return completed page 2 to address below or scanned copy to [telephone.services@ucd.ie](mailto:telephone.services@ucd.ie)

Telephone Services  
LG.09  
Belfield House  
University College Dublin  
Belfield  
Dublin 4

### **2. Conditions**

Access is subject to signed authorisation by Head of School/Unit

Access may be withdrawn at any time at the discretion of the Head of School/Unit.

### **3. Document History**

This document was last updated on 27 June 2017.

**END**