DATA CENTRE ACCESS CARD APPLICATION
For external Data Centre customer use only.

Please send this form to spark.access@spark.co.nz
All other requests should use the Spark access card form. Contact spark.access@spark.co.nz for this form

Please read Notes & Conditions on this form

CARDHOLDER	
Select Reason for Application	
New	
Lost Card	
Amendment	
Damaged/Broken Card	
Expired Card	

All fields in bold MUST be completed for this form to be processed

First Name   **Surname**   **Signature** (See Note 3)

4 Digit PIN (See Note 4)   Card Number (if known)   **Mobile Number**

Job Title   **Work Address**

Company   **Town/City & Post Code**

Postal Address   **Email Address**

PHOTOGRAPH (See Note 3)
Please email to spark.access@spark.co.nz

PTN Accreditation
PTN Training accreditation is required for access to Spark Datacentres

Has the applicant completed PTN training within the last 24 months?	Yes / No	If PTN has been completed, was this online or with a PTN trainer?	Online / Trainer	All PTN completed by a trainer requires the training confirmation submitted with the application form at the time of the access card request.

SUPPORTING CUSTOMER EXECUTIVE APPROVER TO COMPLETE (See Note 4)

Name   **Company**   **Contact Number**   **Signature** (See Note 1 & 4)

Access Required				Spark Person Approving Access (Spark to complete)			
Site / Building Name	Data Hall	Rack	Supervised Access Yes / No	Signatory Name	Signature (See Note 1 & 6)	Job Title	Contact Number

1. **Signature**

   The Applicant, as well as the Supporting Manager and/or Access Signatory, must physically sign this application - digital signatures will not be accepted.

   In signing this application, the Applicant confirms they have read and understood the attached Conditions of Use and agree to abide by these conditions at all times or risk having their identification/access card and any associated access revoked.

2. **4 Digit PIN (Personal Identification Number)**

   All applicants are required to provide a 4 digit number (PIN) before an access card application can be processed.

   All PINs must be selected by the applicant. Sequential number (e.g. 1234) or repeated numbers (e.g. 1111) will not be accepted

   A PIN is used for after-hours access, secure areas (with a key pad access reader) and identification when contacting the SASOC team.

3. **Photograph**

   The requirements are similar to passport photograph requirements:
   - Recent full colour photograph (for replacement cards, photos on file with SASOC must be updated at least every 5 years)
   - Photograph of head and shoulder area directly facing the camera
   - Plain white or neutral coloured background
   - NO hats or sunglasses unless it is for medical or religious reasons (e.g. prescription glasses, religious head-wear).
   - Clearly visible, well-lit and sharp

4. **Supporting Customer Executive Approver to Complete**

   In signing this form, the approver verifies that all checks have been made with respect to the applicant's identity, employment status, PTN accreditation (where applicable) and requirement to apply for a Spark identification/access card.

5. **Access Required**

   To ensure all requests for access to Spark premises are processed efficiently, please outline clearly the buildings/spaces/floors where access is required.

   Access to Spark sites on a 24hr x 365-day basis is only to be granted when strictly warranted on a "need to go" basis.

   Request for Network Areas (CSAs) need to state whether this access is to a Spark CSA, Chorus CSA or both.

6. **Authority for Approving Access**

   The person signing this form to approve access must be listed as a current signatory in the "Signatory Database" held and maintained by SASOC.

- When on Spark premises, you must wear your Spark ID and access card so it can be seen clearly.
- Never reveal your access card PIN to anyone other than the staff at SASOC.
- Never loan your ID and access card to any other person.
- You should politely challenge any other person that you see tailgating (i.e. a non-cardholder following in behind a legitimate cardholder).
- Card holders are responsible for notifying the appropriate manager of their card's expiry one month prior, to ensure continuity of access.

- Where exit card readers are fitted, you must badge your card to exit. Failure to do so may deny you further access to Spark sites.
- When an entry PIN is required, enter your PIN and then press "IN" on the card reader.
- Escort and supervise your visitors at all times.
- Ensure all doors, both external and internal, lock on closure before leaving a secure area.
- Please swipe your card at all times when entering and exiting doors.
- It is not permissible for contractors to have either a Spark or Chorus access card providing dual access to both Spark and Chorus exchanges. If a contractor is working on a Spark site then a Spark card must be used for access.

- Your Spark ID and access card remains the property of Spark and must be returned to your manager upon leaving the company in all instances.
- Spark ID and access cards must not be copied, defaced or tampered with.
- Please ensure your personal details are kept up to date by advising SASOC of any changes to your contact details.
- Your photo ID must be kept current and renewed every 5 years. Your supplied photo must adhere to the same restrictions as a New Zealand passport photo.
- Please note that SASOC adheres to the strict protocols set by Spark regarding the security of the Spark estate.