



Manhole/Vault Access Request Instructions

This request form has code embedded into it and is intended to be filled out in Adobe Acrobat from top to bottom and left to right in sequential order.

* indicates a required field

PAGE 1

- **Reset Form:** Used to clear all the information input into the form.
- ***Request for Access to Perform:** Select the type of work to be performed.
- ***Applicant (Company Name):** Enter the name of the company requesting to access AT&T manhole(s)/vault(s) (company name must match currently executed agreement).
- **Applicant Tracking #:** Enter a unique alphanumeric tracking number/phrase used by the Applicant to track the notification. It must be unique to the current notification and will be used during inquiries. Some examples of tracking numbers involve: location of request (street names), unique project numbers internal to your company, names of buildings that are being served, etc.
- ***License/SA Agreement or LSB #:** Enter the currently executed agreement # or LSB #.
- ***Does this request include any placement work (cable, splice case, etc.)?:** Indicate if the maintenance work will include placement work. ONLY VISIBLE AND REQUIRED IF THE REQUEST FOR ACCESS IS TO PERFORM MAINTENANCE WORK.
- ***This request is to perform xxxxx work in:** Enter the city and state where the manhole(s)/vault(s) are located.
- **In Wire Center:** Enter the name of the wire Center for the request. If unknown, leave blank.
- ***From and To Date:** Enter the proposed work start date and work end date.
- **Time:** Enter the proposed start time each day for accessing the manhole(s)/vault(s) in H:MM tt format, e.g. 9:00 AM. WORK MUST BE CONDUCTED DURING NORMAL BUSINESS HOURS EXCEPT AS THE PARTIES OTHERWISE AGREE IN WRITING.
- **Hours:** Enter the proposed number of hours to be spent in the manhole/vault each day.
- ***Description of Work to be Performed:** Enter a description of the proposed work to be performed associated with this request.
- ***Applicants Occupancy Permit #:** Enter the AT&T occupancy permit number associated with the existing facility. This information is found on the original permit provided to place the original facility. ONLY VISIBLE AND REQUIRED IF THE REQUEST FOR ACCESS IS TO PERFORM PLACING WORK.
- **Applicants Governmental Agency Permit #:** Enter the permit # provided by the governmental agency (city, state, etc.) to perform the proposed work.
- ***Manhole location(s):** Enter at least 1 manhole # and street address for where the proposed work will be performed.
- **Authorized Applicant Representative Name:** Enter the contact name of the representative who will be performing the proposed work.
- **Authorized Applicant Representative Email:** Enter the email address of the contact person indicated above.
- **Authorized Company Name:** Enter the name of the company authorized to perform the proposed work.
- **Address of Authorized Company:** Enter the address, city, state, and zip of the company authorized to perform the proposed work.

If they cannot be sent electronically, please contact the [Structure Access Manager](#).

By signing this Notification, the Applicant agrees to the following:

Routing of Form – Send form and associated documents to the Application Contact shown on the [Structure Access Contact](#) list
