



**City of Albuquerque  
General Services Department  
Metro Security Division**

## CCTV Access Request

For access to live or archived video data, please complete this form entirely and submit to Metro Security.

Request form and confidentiality agreement can be submitted in person or email to: [CCTVAccess@cabq.gov](mailto:CCTVAccess@cabq.gov)

Employee ID#: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Division Managers Approval: \_\_\_\_\_

(Please print and sign)

Please check **Request Type** below:

New CCTV Data Access Request

Designated Staff - Live view only - Locked to unique work station

Facility Manager - Live view, limited access to archived video (12 hours)

Division Manager & Above - Live View, Archived video

Please acknowledge **Approval Conditions** below:

All users will have cameras watermarked with user ID and workstation ID

All users will be required to sign a confidentiality agreement *prior* to access approval

\_\_\_\_\_  
Requestor Please PRINT

\_\_\_\_\_  
Requestor Signature

*EXPORT of video data: All IPRA Requests shall be handled by Metro Security, other appropriate designated agency, or APD. A designee may be appointed by a department Director to export footage for other than IPRA purposes*

Signature \_\_\_\_\_

Date \_\_\_\_\_

To be completed by CCTV Access Management Personnel

Signed Confidentiality Agreement

Security Chief/Deputy Chief Signature \_\_\_\_\_ Date \_\_\_\_\_