



**REQUEST FOR RENEWAL OF DOMESTIC/GARDENER
ACCESS**

**FILE
UNDER
DOMESTIC**

NAME OF RESIDENT: _____

STAND/UNIT NUMBER: _____

CELL PHONE NUMBER: _____

This letter serves to confirm that (name of Domestic/Gardener)

ID NUMBER

is still employed by myself on the following days

Please confirm entrance and exit times below:

Please reactivate his/her fingerprints for a further period of:

3 months

6 months

12 months

Please circle the period of time you are renewing to.

Kindest regards

SIGNATURE OF EMPLOYER

DATED

**DOMESTIC/GARDENER CARD AND ID BOOK TO BE BROUGHT INTO
THE OFFICE WITH THIS FORM**