

Data Center Visitor Security Access Form

Instruction: Please complete this form prior to entering the restricted data center environment. This document is required for physical security compliance and auditing purposes.

1. Visitor Personal Information

Full Name (First and Last):

Company / Organization:

Contact Phone Number:

Email Address:

2. Access Details & Purpose

Date of Visit (YYYY-MM-DD):

Scheduled Entry Time (HH:MM):

Scheduled Exit Time (HH:MM):

Detailed Purpose of Visit (e.g., Server Maintenance, Hardware Install, Audit):

Requested Areas of Access (e.g., Server Room A, Meet-Me Room, Power Plant):

Hardware / Equipment / Tools Brought in (Include Serial Numbers):

3. Escort & Host Information

Data Center Host / Escort Name:

Host Department:

Host Badge Number:

4. Security Desk Verification (For Internal Use Only)

Government ID Type Verified (e.g., Driver's License, Passport):

Government ID Last 4 Digits / Reference Number:

Assigned Temporary Visitor Badge Number:

5. Authorizations & Signatures

Visitor Signature (Sign on Line):

Escort Signature (Sign on Line):

Security Officer Name & Signature: