

One-Day Visitor Security Pass and Clearance Form

Instructions: Please complete all sections of this form. This document must be printed, signed, and presented to the Security Desk upon arrival to obtain a physical visitor badge.

Section 1: Visitor Information

First Name:

Last Name:

Representing Organization / Company:

Contact Phone Number:

Identification Type & Number (e.g., Driver's License, Passport):

Section 2: Visit Details

Date of Visit (DD/MM/YYYY):

Name of Host / Sponsor:

Host Department / Office:

Purpose of Visit:

Section 3: Security Clearance & Access Control (To be completed by Security Officer)

Is Escort Required? (Enter YES or NO):

Visitor Badge Number Issued:

Approved Access Level / Areas:

Time In (HH:MM AM/PM):

Time Out (HH:MM AM/PM):

Section 4: Authorizations & Signatures

By signing below, the visitor agrees to follow all facility security protocols, wear the issued pass visibly at all times, and return the pass prior to departure.

Visitor Signature (Sign after printing):

Host / Sponsor Signature (Sign after printing):

Security Officer Signature (Sign after printing):