

Research Laboratory Visitor Pass Request Template

Instructions: Complete all fields below to request access to the research laboratory. Print the completed form and present it to the department administrator or security desk for authorization and badge issuance.

1. Visitor Information

Full Name:

Organization / Affiliation:

Phone Number:

Email Address:

2. Visit Details

Date of Visit:

Estimated Arrival Time:

Estimated Departure Time:

Specific Laboratory Name / Room Number:

3. Host Information and Purpose

Host Researcher / Sponsor Name:

Host Department / Division:

Detailed Purpose of Visit:

4. Safety and Access Requirements

Will the visitor work with hazardous materials? (Yes / No):

Is a safety escort required at all times? (Yes / No):

Emergency Contact Name and Number:

5. Approvals and Signatures

Visitor Signature:

Host / Sponsor Signature:

Lab Safety Officer Signature:

Date Approved: