

# Government Facility Visitor Pass Request Form

Instructions: Please complete all sections of this form in block letters. This request must be completed, printed, and presented to security personnel upon arrival at the facility check-point.

## 1. Visitor Personal Information

Last Name:

First Name:

Middle Name:

Date of Birth (MM/DD/YYYY):

Country of Citizenship:

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

Identification Document Number:

Primary Contact Phone Number:

Employer or Affiliated Organization:

## 2. Visit Details

Proposed Date of Visit (MM/DD/YYYY):

Estimated Time of Arrival:

Purpose of Visit (e.g., Meeting, Maintenance, Audit):

Specific Building, Wing, or Room Number to Access:

## 3. Sponsor / Host Information

Sponsor Full Name:

Sponsor Department or Agency Name:

Sponsor Work Phone Number:

Sponsor Email Address:

#### 4. Security Clearance & Escort Requirements

Is a Continuous Escort Required? (Write YES or NO):

Required Security Access Level for Visit Area:

#### 5. Authorization Signatures (To be signed upon printing)

By signing below, the visitor agrees to abide by all facility rules, consent to physical search of persons and property, and display the issued visitor badge at all times.

Visitor Signature:

Date Signed (MM/DD/YYYY):

Sponsor Signature:

Date Signed (MM/DD/YYYY):

Approving Security Officer Signature:

Date Signed (MM/DD/YYYY):