

Standard Corporate Visitor Security Clearance Form

Instructions: Please complete all sections of this form. This document is required for security clearance and must be printed, signed, and presented to the security desk upon arrival.

1. Visitor Information

Full Name (Last, First, Middle):

Representing (Company/Organization):

Job Title / Position:

Contact Phone Number:

Email Address:

Country of Citizenship:

2. Visit Details & Host Information

Name of Host (Employee Sponsor):

Host Department:

Date of Visit (DD/MM/YYYY):

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

Requested Areas of Access (e.g., Boardroom, Server Room, General Office):

3. Identification & Security Verification (To be completed by Security/Visitor)

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

ID Serial/Reference Number:

Escort Required? (Yes / No):

Temporary Badge Number Assigned:

4. Security Declarations & Signatures

By signing below, the visitor agrees to abide by all corporate security policies, confidentiality agreements, and safety protocols.

Visitor Signature (Sign on printed line):

Date:

Host Sponsor Signature (Sign on printed line):

Date:

Security Officer Signature (Sign on printed line):

Date: