

# Educational Institution Visitor Security Clearance Sheet

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

## 1. Visitor Information

Full Name:	<input type="text" value="Last, First, Middle"/>
Organization/Company:	<input type="text"/>
Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>
Government ID Type (e.g., Driver's License, Passport):	<input type="text"/>
ID Number:	<input type="text"/>

## 2. Visit Details

Date of Visit (MM/DD/YYYY):	<input type="text"/>
Expected Arrival Time:	<input type="text"/>
Expected Departure Time:	<input type="text"/>
Purpose of Visit:	<input type="text"/>
Destination Building & Room:	<input type="text"/>

## 3. Host / Sponsor Information

Host Name (Staff/Faculty):	<input type="text"/>
Department:	<input type="text"/>
Host Phone Extension:	<input type="text"/>

## 4. Security Acknowledgement & Signatures

By signing below, the visitor agrees to abide by all campus safety, security, and privacy policies during their stay.

Visitor Signature (Sign on Print):  Date:

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## 5. For Security Office Use Only

Clearance Status (Approved/Denied):	<input type="text"/>
Visitor Badge Number Issued:	<input type="text"/>
Clearing Officer Name:	<input type="text"/>
Officer Signature:	<input type="text"/> Date & Time: <input type="text"/>