

# Data Center Visitor Pass Request Form

Please complete this form to request a visitor pass for the data center. Print the completed form and present it at the security reception desk along with a valid government-issued photo ID.

## 1. Visitor Information

Visitor Full Name:

Company / Organization:

Phone Number:

Email Address:

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

Government ID Number (Last 4 Digits):

## 2. Visit Details

Date of Visit (YYYY-MM-DD):

Estimated Arrival Time (e.g., 09:00 AM):

Estimated Departure Time (e.g., 05:00 PM):

Purpose of Visit / Equipment to Access:

Requested Access Areas (e.g., Server Room A, Meet-Me Room):

## 3. Data Center Host / Sponsor Information

Host Employee Name:

Host Department:

Host Phone Number:

## 4. Authorizations and Signatures (For Printed Sign-Off)

Visitor Signature:

Date Signed:

Sponsoring Host Signature:

Date Signed:

Security Officer Approval Signature: