Government Facility Visitor Registration Log

Instructions: All visitors must present a valid government-issued photo ID and register upon entering the facility. Please print clearly.

Facility & Security Information

Facility Name / Location: _____ Date: _____

Duty Officer Name: _____ Badge Number: _____

Visitor Log Sheet

Time In	Visitor's Full Name (Print)	Agency / Representing	Purpose of Visit	Officer/Office Visited	Escort Required?	Badge Issued #	Time Out	Vis

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Security Notice: All visitors, baggage, and packages are subject to search. Unauthorized entry into restricted areas of this government facility is strictly prohibited by law.