

# Corporate Office Guest Access Request Form

Instructions: Please complete all sections of this form. Print the completed form and submit it to the Security Desk or HR Department for approval prior to the guest's arrival.

## 1. Guest Information

First Name:  Last Name:   
Company / Organization:  Job Title:   
Phone Number:  Email Address:

## 2. Host (Employee) Information

Host Full Name:  Department:   
Extension / Phone:  Email Address:

## 3. Visit Details

Date of Visit (MM/DD/YYYY):   
Estimated Arrival Time:  Estimated Departure Time:   
Purpose of Visit:   
Requested Access Areas (e.g., Conference Room A, Floor 3):   
Special Requirements / Equipment Needed:

## 4. Authorization & Signatures (For Print Use)

By signing below, the Host employee agrees to escort the guest at all times within secure areas of the corporate office.

Host Employee Signature:  Date:   
Approving Manager Name:  Approving Manager Signature:   
Assigned Badge Number (Security Use Only):  Security Sign-off Date: