

Escorted Visitor Access Authorization Form

Instructions: This form must be completed and approved prior to the visitor's arrival. The designated escort must accompany the visitor at all times while within the secured areas of the facility.

1. Visitor Information	
Visitor Full Name: <input type="text"/>	Company / Organization: <input type="text"/>
ID Type (e.g., Driver's License, Passport): <input type="text"/>	ID Number: <input type="text"/>
Date of Visit (MM/DD/YYYY): <input type="text"/>	Estimated Time of Arrival (HH:MM AM/PM): <input type="text"/>
Purpose of Visit / Areas to be Accessed: <input type="text"/>	

2. Designated Escort Information	
Escort Full Name: <input type="text"/>	Department / Division: <input type="text"/>
Escort Badge / Employee ID Number: <input type="text"/>	Contact Phone Number: <input type="text"/>

3. Authorization & Approvals	
Authorizing Authority Name: <input type="text"/>	Title / Role: <input type="text"/>
Signature (Physical signature required upon printing): <input type="text"/>	Date Approved (MM/DD/YYYY): <input type="text"/>

4. Security Desk Use Only (Upon Arrival)		
Visitor Badge Issued #: <input type="text"/>	Actual Time In: <input type="text"/>	Actual Time Out: <input type="text"/>
Security Officer Name: <input type="text"/>	Security Officer Signature: <input type="text"/>	