

VIP Visitor Security Screening and Clearance Form

Security Notice: This document is classified as Restricted once completed. Please print this form, fill out all required fields, and submit it to the Security Operations Command Center for processing and clearance authorization.

1. VIP Visitor Personal Information

Full Name (as in Passport/ID):

Official Title / Designation:

Organization / Government Affiliation:

Nationality / Citizenship:

Passport or National ID Number:

Date of Birth (DD/MM/YYYY):

2. Visit and Schedule Details

Purpose of Visit (e.g., State Visit, Diplomatic Meeting, Audit):

Estimated Date of Arrival (DD/MM/YYYY):

Estimated Date of Departure (DD/MM/YYYY):

Estimated Time of Arrival (HH:MM):

3. Internal Host / Sponsor Information

Host/Sponsor Full Name:

Host Department / Office:

Host Contact Number / Extension:

4. Security Clearance & Access Requirements

Required Security Clearance Level (e.g., Level 1, Level 2, Full Access):

Specific Areas / Zones to Access (e.g., Block A, Server Room, Executive Suite):

Security Escort Required? (Yes / No):

Assigned Escort Officer Name (if applicable):

Special Provisions (e.g., Armed Security, Vehicle Access Permit, Media Access):

5. Security Office Authorization (Official Use Only)

Screening Officer Name:

Background Check Result (Pass / Fail / Pending):

Clearance Status (Approved / Denied):

Authorized Approving Authority (Name and Rank):

Signature (Print and sign by hand):

Date of Approval (DD/MM/YYYY):