

# GOVERNMENT FACILITY VISITOR SECURITY CLEARANCE

## Department of Homeland Security & Facility Operations

**INSTRUCTIONS:** Complete all sections below. This document must be printed, signed by the Sponsoring Official and Security Officer, and carried at all times while on the facility premises.

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### SECTION I: DOCUMENT CONTROL INFORMATION

Clearance Control Number:

Issue Date:

Expiration Date:

### SECTION II: VISITOR PERSONAL INFORMATION

Full Legal Name (Last, First, Middle):

Date of Birth (YYYY-MM-DD):

Country of Citizenship:

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

Identification Number:

Representing Organization / Agency:

### SECTION III: VISIT DETAILS & FACILITY ACCESS

Sponsoring Official Name:

Sponsor Department / Office:

Purpose of Visit:

Authorized Building / Zone Access:

Security Escort Required? (YES / NO):

Assigned Escort Name (if applicable):

### SECTION IV: SECURITY CLEARANCE LEVEL

Required Clearance Level (e.g., Unclassified, Secret, Top Secret):

Background Check Status:

### SECTION V: AUTHORIZING SIGNATURES (TO BE SIGNED ON PRINTED DOCUMENT)

By signing below, the Sponsoring Official and Security Officer certify that the visitor listed above has been vetted and approved for temporary facility access in accordance with Federal security regulations.

Sponsoring Official Signature:  Date Signed:

Security Officer Signature:  Date Signed:

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**WARNING:** Unauthorized modification or reproduction of this document is a Federal offense. Visitors must surrender this document to security personnel upon departure from the facility.