

# High Security Area Visitor Request Form

Instructions: Complete all sections of this form. This form must be printed, signed, and submitted to the Security Department at least 48 hours prior to the requested visit.

## 1. Visitor Information

Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Organization/Employer:	<input type="text"/>	Job Title:	<input type="text"/>
Citizenship:	<input type="text"/>	ID Type (e.g., Passport, Gov ID):	<input type="text"/>
ID/Passport Number:	<input type="text"/>	Contact Phone Number:	<input type="text"/>

## 2. Visit Details

Date of Visit (DD/MM/YYYY):	<input type="text"/>	Arrival & Departure Time:	<input type="text"/>
Specific High Security Area(s) to Access:	<input type="text"/>	Purpose of Visit:	<input type="text"/>
Escort Required? (Yes / No):	<input type="text"/>	Assigned Escort Name:	<input type="text"/>

## 3. Sponsor / Host Information

Sponsor Name:	<input type="text"/>	Department:	<input type="text"/>
Sponsor Phone:	<input type="text"/>	Sponsor Email:	<input type="text"/>

## 4. Security Clearance & Authorizations (Internal Use Only)

Required Clearance Level:	<input type="text"/>	Background Check Status (Pass/Fail):	<input type="text"/>
Authorizing Security Officer Name:	<input type="text"/>	Date of Approval:	<input type="text"/>

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## 5. Required Physical Signatures (Sign after printing)

_____ Visitor Signature	_____ Date
_____ Sponsor/Host Signature	_____ Date
_____ Security Director Signature	_____ Date