

Government Facility Visitor Check-In Template

SECURITY NOTICE: All visitors must present a valid government-issued photo identification card (e.g., Driver's License, Passport, Military ID) to security personnel upon entry. This log must be maintained in accordance with facility security protocols.

1. Facility & Log Information

Facility Name:	<input type="text"/>	Date (MM/DD/YYYY):	<input type="text"/>
Building/Room Number:	<input type="text"/>	Security Officer on Duty:	<input type="text"/>

2. Visitor Information

Full Name (Last, First, Middle):	<input type="text"/>		
Organization / Agency Represented:	<input type="text"/>	Phone Number:	<input type="text"/>
Government ID Type (e.g., Driver's License):	<input type="text"/>	ID Document Number:	<input type="text"/>

3. Visit Details

Purpose of Visit:	<input type="text"/>		
Official Host Name (Escort):	<input type="text"/>	Host Department/Agency:	<input type="text"/>
Is Escort Required? (Yes / No):	<input type="text"/>	Host Contact Number:	<input type="text"/>

4. Security Control & Sign-Out

Visitor Badge Number Issued:	<input type="text"/>	Time In:	<input type="text"/>
Visitor Signature at Check-In:	<input type="text"/>	Time Out:	<input type="text"/>
Security Officer Signature (Check-Out):	<input type="text"/>	Visitor Signature at Check-Out:	<input type="text"/>

CONFIDENTIALITY NOTE: The information collected on this form is for official government security purposes only and will be protected in accordance with privacy regulations.