

# High-Security Zone Visitor Clearance Request

**Instructions:** Complete all fields below. This document must be printed, signed, and submitted to the Security Administration Office at least 48 hours prior to the scheduled visit. Access is subject to background verification.

## 1. Visitor Information

Full Name (Last, First, Middle):

Date of Birth (YYYY-MM-DD):

Citizenship / Nationality:

Identification Type (e.g., Passport, Gov ID):

Identification Number:

Employer / Representing Organization:

## 2. Visit & Access Details

Date of Visit (YYYY-MM-DD):

Expected Arrival Time (HH:MM):

Expected Departure Time (HH:MM):

Specific High-Security Zones to Access (e.g., Server Room, Lab A):

Detailed Purpose of Visit:

## 3. Sponsor & Escort Information

Sponsor Name (Internal Employee):

Sponsor Department:

Sponsor Contact Number:

Designated Escort Name (If different from Sponsor):

## 4. Security Clearance & Background Check (Official Use Only)

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

Background Check Reference Number:

## 5. Authorization Signatures

To be signed by hand upon printing:

Visitor Printed Name:

Visitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor Printed Name:

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Security Officer Printed Name:

Security Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Request Status (e.g., Approved, Denied):