

CTPAT Job Aid Visitor Log Sample

Last Updated: October 19, 2021



Visitor Log ABC Company

Visitors, vendors, and service providers must present photo identification upon arrival, and a log must be maintained that records the details of the visit. All visitors should be escorted. In addition, all visitors and service providers should be issued temporary identification. If temporary identification is used, it must be visibly displayed at all times during the visit.

The employee granting access should complete this form, not the guest, to ensure legible and accurate entries.

| Printed Name | Organization | Host | Photo ID Verified Y/N | Date | Time In | Time Out |
|--------------|--------------|------|-----------------------|------|---------|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Reminders:

Procedures must be in place to identify, challenge, and address unauthorized/unidentified persons. Personnel must know the protocol to challenge an unknown/unauthorized person, how to respond to the situation, and be familiar with the procedure for removing an unauthorized individual from the premises.

Arriving packages and mail should be periodically screened for contraband before being admitted.

CTPAT Program

CBP.GOV/CTPAT

1300 Pennsylvania Avenue, NW Washington, DC 20229



U.S. Customs and
Border Protection

Publication Number
1607-1121

