

Visitor Log

Smith and Jones Company

All unknown visitors must present government issued photo identification,
and all visitors must be issued temporary identification passes and escorted while on premises.

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

Printed Name	Organization	Host	Photo ID Verified (Y/N)	Date	Time In	Time Out

Reminder: all unrecognized or potentially unauthorized persons should be challenged in a professional manner according to company policy. They should be identified and, if necessary, management, security and/or the local police notified at phone number XXX.