[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Visitor Pass

A printable pass for every visitor: who they are, who they are visiting, where they may go, and when they leave.

Pass details

Pass number: _____ Visitor name: _____

Company: _____ Host: _____

Visit date: _____ Time in: _____

Areas authorised: _____ ID checked: _____

Issued by: _____

Pass card Cut out the card below and wear it where it can be seen at all times.

VISITOR PASS
[Visitor name]
[Company name]
Host: [Host name] | Date: [Visit date] | Pass no: [Pass number]
Areas authorised: [Areas authorised]

Time out and return

Time out: _____ Signature: _____

Badge returned: _____ Returned to: _____

Completion

[ ] The pass is worn where it can be seen for the whole visit.

[ ] The visitor goes only to the areas named on the pass.

[ ] The pass is returned and the time out is recorded before the visitor leaves.

Document: Visitor Pass Version: 1.0

Prepared by: _____ Owner: _____

Date: _____ Review date: _____