# [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 Register

Maintaining a complete visitor record for security and safety: name, company, host, arrival, and departure.

### Day details

**Register date:** _____ Receptionist: _____

**Restricted areas:** _____

**Sign-in** Keep this register out of public view and file it securely at day end.

| Visitor | Company | ID checked? | Host | Purpose of visit | Badge no. | Arrival time | Signed in by |
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### Sign-out

| Visitor | Departure time | Signature | Badge returned | Badge issued by |
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### Completion

**[ ]** Every visitor has a name, company, host, and purpose recorded.

**[ ]** Badges are issued and returned, with numbers logged both ways.

**[ ]** No visitor entered [Restricted areas], and the register is filed at day end.

**Document:** Visitor Register Version: 2.0 (redesign)

**Prepared by:** _____ Owner: _____

**Date:** _____ Review date: _____