[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. Add or remove table rows to fit your needs. 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	[Pass number]
Visitor name	**[Visitor name]**
Company	**[Company name]**
Host	**[Host name]**
Visit date	**[Visit date]**
Time in	**[Time in]**
Areas authorised	**[Areas authorised]**
ID checked	**[Yes / No]**
Issued by	**[Name and role]**

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]**

[Company name]

Time out and return

Time out	[Time out]
Signature	
Badge returned	**[Yes / No]**
Returned to	**[Name and role]**

Completion

✓	Check	Notes
	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	**[Name and role]**
Owner	**[Name and role]**
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**