Visitor Sign-In

Digital visitor book for reception: who is on site, who they are visiting, arrival and departure times.

Full name *	
Company / organisation	
Visiting (person) *	
Purpose of visit *	☐ Meeting ☐ Contractor work ☐ Delivery ☐ Interview ☐ Parent / carer ☐ Other
Vehicle registration	
Date *	_____ / _____ / _____
Time in *	_____ : _____
Time out	_____ : _____
I have read the site safety and fire information *	☐ Yes ☐ No
I have read the safeguarding / data protection notice (if applicable)	☐ Yes ☐ No ☐ N/A
Visitor signature *	
Visitor photo (for badge)	*Attach photo or sketch*

* Required