

## Security Visitor Log Form

Use this **security visitor log form sample template** to efficiently track and record visitor information for enhanced safety measures. It ensures all visitors are documented with details like entry time, purpose, and identification. Implementing this template helps maintain a secure environment in any facility.

Date	Visitor Name	Company/Organization	Contact Number	Person/Department Visited	Purpose of Visit	Identification Type/No.	Time In	Time Out	Visitor Signature	Authorized By

**Note:** All visitors must present valid identification, sign in upon entry and sign out upon exit. For questions, please contact security personnel.