

Government Facility Entry Point Checklist

Personnel Details

Name:

Department/Agency:

Date:

Time In:

Time Out:

Entry Checklist

- ☐ Identification Verified
- ☐ Access Authorization Present
- ☐ Personal Belongings Inspected
- ☐ Security Briefing Provided
- ☐ Escort Assigned (if Required)

Vehicle Check (if applicable)

☐ Vehicle Inspected

Vehicle Plate Number:

Additional Notes

Security Officer Signature:

Visitor Signature:
