

(BUSINESS LETTERHEAD)

DATE:

REFERENCE NO:

FROM: COMPANY SECURITY REPRESENTATIVE/AUTHORIZED PERSONAL

TO:

ATTN:

SUBJ: VISITOR AUTHORIZATION LETTER (VAL)

1. EXPLAIN PURPOSE FOR VISIT AND THE DIVISION OR SECTION TO VISIT. DATE VISIT WILL TAKE PLACE:

2. VISITOR INFORMATION BELOW:

FIRST LAST NAME	SSN	COMPANY

2.

3.

NOTE: VISITOR WILL CARRY SURVEY AND CAMERA EQUIPMENT'S; CONDUCT RECORDING ON-LOCATION AS PER GUIDELINE.

3. POC: COMPANY, SECURITY MANAGER/AUTHORIZE REPRESENTATIVE TEL NP / E-MAIL

SIGNATURE / STAMP