

Short-Stay Visitor Security Access Log (1 to 20 calendar day visits)

The following details are required for the issuing of FOBS to Visitors to the <FACULTY / DEPARTMENT NAME> to enable security access to pre-specified buildings.

Visitor Surname (Please print)	Visitor First name (Please print)	Supervisor's name (Please print)	FOB security number	Date FOB issued	Visitor signature (required when visitor is issued FOB)	Date FOB returned	Visitor / Supervisor's signature (on return of FOB)

NOTE: For auditing purposes, completed registers must be scanned and emailed to the Security System Coordinator every 6 months and / or upon request:
Please email to Ramze.Rifaie@monash.edu.