



VISITOR SIGN-IN

Name of Location: _____
 (Please Print)

DATE <i>Fecha</i>	YOUR NAME <i>Su Nombre</i>	PHONE NUMBER or EMAIL ADDRESS <i>Número de teléfono o dirección de correo electrónico</i>	WHO ARE YOU HERE TO SEE? <i>¿A quién viene a ver?</i>	TIME IN <i>Hora de llegada</i>	TIME OUT <i>Hora de salida</i>

Meeting hosts will be expected to complete this form for each visitor and keep a copy of it to reference if/when requested by Human Resource Services.
 Visitors without an appointment will be directed to call 858-298-2188 for assistance.