



GUEST DATA SHEET

Please provide the following information. Items in **Red** are required for entry into our system.

First (Given) Name:	Last (Family) Name:	Middle Initial:
Caltech UID (if any)		
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Birth Date: (mm/dd/yyyy)	Email Address:
Local Residence - Street Address:		
City:	State:	Postal Code:
Telephone (must have at least one phone number):		
Home: _____	Pager: _____	
Mobile: _____	Work: _____	

Primary Emergency Contact:

First Name:	Last Name:	M I:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Relationship: <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Sibling <input type="checkbox"/> Friend <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Other			
Emergency Contact Telephone (must have at least one phone number):			
Home: _____	Pager: _____		
Mobile: _____	Work: _____		
Emergency Contact Email Address:			

Caltech Activity:

Purpose of Visit:		
Start Date:	End Date:	Dept/Division Name:
Campus Telephone Number:	Campus Mail Code:	Campus Bldg & Rm Number:
Caltech Contact/Sponsor Name:		Caltech Contact/Sponsor Phone:
Caltech Contact/Sponsor Email:		
Relationship/activity between Guest and Caltech Sponsor:		
<p>By default, the campus information entered above is made available in the Caltech Personnel Directory. Campus information (NOT home information) is also made available to the general public via the World Wide Web. If you DO NOT want your campus information to be viewed from outside Caltech, check: <input type="checkbox"/></p> <p>If you would like additional information to appear in the Personnel Directory, check one or both of the following: Show home address in Caltech Personnel Directory. <input type="checkbox"/> Show home phone number in the Caltech Personnel Directory. <input type="checkbox"/></p>		

<p>Are there any intellectual property issues? If yes, please explain.</p>
<p>Identify access to buildings, labs, facilities, or systems that will be needed:</p>

Please note: Guests must be familiar with all safety issues involved in the work and may be required to provide evidence of training in Caltech safety procedures. See <http://www.safety.caltech.edu/home.htm> for information.

Home or external organization, agency or business information:

Company/Group Name:	Company/Group Mailing Address:		
City:	US State:	Postal Code:	
Non US Region/Province:	Non US Country:		Work Phone:

If you are a foreign national, provide your country of citizenship, type of visa status used to stay in the United State and the validity period:

Visa/Status Type:	Valid from:	To:
Country of Citizenship:		

Guest Signature: _____ Date: _____

For Campus use only		
Do you anticipate after hours and/or weekend access?	Yes _____	No _____
Must he/she be supervised?	Yes _____	No _____
Access and Approval for Use of :		
Facilities	_____	
Equipment	_____	
Key Access	_____	
Laboratory	_____	
Caltech Vehicle	_____	
Computer systems	_____	
Sponsor Signature:	_____	Date: _____
Department/Division Approval:	_____	Date: _____
cc: Security Office Safety Office		