

**Example****Visitor Register Form**

- Please fill in the bold-framed areas.

Date & Time	<b>12 / 1 / 2017</b>		<b>2:00</b> ( am / pm )
Name of Visitor	Name	<b>Taro Tenmon</b>	
	Name of Company/Organization	<b>XXXXX Company, Inc.</b>	
	Number of Visitor	<b>3</b> person (s)	
	Telephone Number	<b>0422 ( 123 ) 4567</b>	
Place of Visit	Name of Department	<b>Health and Safety Committee</b>	
	Person in Charge (if known)	<b>Mr. Sun Star</b>	
Purpose of Visit (Please check the box)	<input checked="" type="checkbox"/> Meetings <input type="checkbox"/> Brief Visit <input type="checkbox"/> Consultation <input type="checkbox"/> Interview <input type="checkbox"/> Seminar <input type="checkbox"/> Bid Related (i.e. Public Offering) <input type="checkbox"/> Press Conference <input type="checkbox"/> Vocational interview <input type="checkbox"/> Delivery <input type="checkbox"/> Others (                      )		

入館カード 貸与番号		返却 確認	時間
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## &lt;Precautions&gt;

- You need to present a personal identification for this procedure. (i.e. Driver's License, Passport, etc.)
- All visitors are required to fill out the Visitor Register Form. If visiting in groups, please have the representative fill out the form.

**Visitor Register Form**

- Please fill in the bold-framed areas.

Date & Time	Month/Day/Year		: ( am / pm )
Name of Visitor	Name		
	Name of Company/Organization		
	Number of Visitor	person (s)	
	Telephone Number	(                      )	
Place of Visit	Name of Department		
	Person in Charge (if known)		
Purpose of Visit (Please check the box)	<input type="checkbox"/> Meetings <input type="checkbox"/> Brief Visit <input type="checkbox"/> Consultation <input type="checkbox"/> Interview <input type="checkbox"/> Seminar <input type="checkbox"/> Bid Related (i.e. Public Offering) <input type="checkbox"/> Press Conference <input type="checkbox"/> Vocational interview <input type="checkbox"/> Delivery <input type="checkbox"/> Others (                      )		

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