

Controlled Goods - Visitor Log

Designated Officials are responsible for maintaining records of authorization for visitors and temporary workers. This form must be promptly submitted to a Designated Official.

Visitors who have received a registration exemption certificate from the CGP must receive a security briefing prior to accessing controlled goods. Visitors who have not received registration exemption from the CGP must be informed that they will not be allowed to examine, possess, or transfer controlled goods in the course of their visit.

Date: _____

Location: _____

Visitor Information

Name: _____

Address: _____

Phone Number: _____

Visiting from _____ until _____

I, _____ (visitor), have received a security briefing and agree to abide by all regulations set out by the Controlled Goods Program and Carleton University.

I, _____ (employee), am authorized to access controlled goods at Carleton University, and have conducted the above visitor's security briefing, as outlined in the Security plan for _____ (Building/Room).

- Proof of Identity Obtained (attach copy)
- Exemption/Registration Documents verified and enclosed
- Copy of security assessment documentation submitted to the CGP (if applicable)

For Designated Official Use

Date Form Received: _____

Proof of Identity Received

Exemption/Registration Documents Received

Registration/Exemption Number: _____

Registration/Exemption Validation Period: _____

Name: _____

Signature: _____