

## CALTECH GUEST DATA SHEET

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

<b>First (Given) Name:</b>	<b>Last (Family) Name:</b>	<b>Middle Initial:</b>
<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	<b>Birth Date: (mm/dd/yyyy)</b>	<b>Email Address*:</b>
<b>Local Residence - Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Postal Code:</b>
<b>Have you ever been at Caltech before? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		<b>If Yes, provide Caltech ID number:</b>
<b>Telephone (must have at least one phone number):</b> Home: _____ Pager: _____ Mobile: _____ Work: _____		

<b>Primary Emergency Contact:</b>			
<b>First Name:</b>	<b>Last Name:</b>	<b>M I:</b>	<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male
<b>Relationship:</b> <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			
<b>Emergency Contact Telephone (must have at least one phone number):</b> Home: _____ Pager: _____ Mobile: _____ Work: _____			
<b>Emergency Contact Email Address:</b>			

**Caltech Activity:**

<b>Purpose of Visit:</b>			
<b>Start Date:</b>	<b>End Date:</b>	<b>Division/Dept Name:</b>	
<b>Campus Telephone Number:</b>	<b>Campus Mail Code:</b>	<b>Campus Bldg &amp; Rm Number:</b>	
<b>Caltech Contact/Sponsor Name:</b>		<b>Caltech Contact/Sponsor Phone:</b>	
<b>Caltech Contact/Sponsor Email:</b>			
<b>Relationship/Activity between Guest and Caltech Sponsor:</b>			
<b>Caltech Division/Dept Contact Name:</b>		<b>Caltech Div/Dept Contact Phone:</b>	

By default, the campus information entered above is made available on the Caltech Website Directory. Campus information (NOT home information) is also made available to the general public via the Internet. If you DO NOT want your campus information to be viewed from outside Caltech, please check the box here. ☐

**Are there any intellectual property issues? If yes, please explain.**

**Identify access to buildings, labs, facilities or systems that will be needed.**

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://safety.caltech.edu/home.htm> for information.

<b>Company/Group Name:</b>	<b>Company/Group Mailing Address:</b>		
<b>City:</b>	<b>US State:</b>	<b>Postal Code:</b>	
<b>Non-U.S. Region/Province:</b>	<b>Non-U.S. Country</b>		<b>Work Phone:</b>

Guest Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* Will you need a Caltech ID? Yes ☐ No ☐

If you answered "Yes", please be sure to provide your email address.

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