Graphical user interface, text

Description automatically generated

**Visitor Registration Form**

**Welcome to the Sir Graeme Davies Building (SGDB) within the University of Glasgow**.

To comply with safety requirements, you must complete and return this form to:

[sii-enquiries@glasgow.ac.uk](mailto:sii-enquiries@glasgow.ac.uk)

Upon receipt of this form, you will be added to the building email list. This form will be retained until three months after the end date after which you will be removed from the building email list and the form will be disposed of confidentially.

If your visit is extended, you must contact [sii-enquiries@glasgow.ac.uk](mailto:sii-enquiries@glasgow.ac.uk) to update your details.

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname / family name** |  | **Title:** |  |
| **Forename:** |  | **Organisation:** |  |
| **Contact number:** |  | **Job Title:** |  |
| **Date Started at SGDB:** |  | **End Date** |  |
| **Emergency name and contact number:** |  | | |
| **Name of Sii staff responsible for visitor** |  | | |
| **Email address:** |  | | |
| **Visitor Signature:** |  | | |
| **Signature of Sii staff responsible for visitor:** |  | **Date form completed:** |  |

For Admin use

|  |  |
| --- | --- |
| **Induction card**  **issue date:** |  |