



During the visit – it is the responsibility of the visit organiser to check the identity of their guest on arrival.

This should be done at reception. If the reception staff are available, they will do it. If not, the organiser must do it.

EITHER Identity of visitor is confirmed using photographic ID (passport or driving licence) YES/NO

OR Identity of visitor is confirmed at reception by another means e.g. images on Google, speaker's website, facebook, known to visit organiser, other - state identification method _____
YES/NO

The organiser is to email this form to College Reception staff and the Educational Visits Coordinator.