



Date: _____

OSP Employee and Visitor Weekend and Holiday Registration

STATE OF CALIFORNIA – OFFICE OF STATE PUBLISHING
OSP 535 (REV 3/2/2012)

**Attention: Visitors, please Sign-In to Obtain a Visitor’s Badge and Wait for Your Escort
ALL VISITORS MUST BE ESCORTED WHILE IN THE BUILDING!**

For emergency purposes while in the building, visitors must provide a cell number below for immediate contact in an emergency situation.
If a cell number is not available, an emergency contact number or business contact number is required. *Thanks.*

Employee / Visitor Print Name	If Visitor: Print Name of Person Visiting	If Visitor: Print Business Name If Employee: Print Unit Name	If Visitor: Print Cell Number or Emergency Contact Number	Arrival Time	Departure Time
				AM	AM
				PM	PM
				AM	AM
				PM	PM
				AM	AM
				PM	PM
				AM	AM
				PM	PM
				AM	AM
				PM	PM
				AM	AM
				PM	PM
				AM	AM
				PM	PM
				AM	AM
				PM	PM

Thank You!