**Payment Card Visitors Log**

**Authorize and Escort Visitors at All Times**

Controls surrounding visitor access are vital to the physical security of your department. These controls reduce the potential for unauthorized individuals to gain access to cardholder data. If a visitor enters your department’s sensitive areas that house cardholder data, PCI Requirement 9.4.1 requires that visitors are authorized before entering the area and escorted at all times within the area. To verify compliance, documentation like a sign-in/log sheet, email, or similar form should be maintained and available for review.

Visitor examples: maintenance, contractors, auditors, etc. *Revised 4/19/2024*

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| **Date** | **Visitor’s Name** | **Organization** | **Location** | **Device Working on** | **Reason** | **Name of Authorizing Personnel** | **Signature** |
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