

**CHILDRESS KLEIN
Charlotte Business District
Visitor Pre-registration Form**

GENERAL

Date of Request (today's date): _____

Visitor Pre-registration forms should be submitted to Security (24) hours prior to visitor arrival.

VISITOR INFORMATION

Scheduled Date & Time of Visitor Arrival: _____

Visiting Area - Building & Floor: _____

Name of Visitor & Company/Organization: _____

May register more than (1) visitor

Duration of Visit: _____

Examples: (1) business day or (4) hours or (30) minutes

SPONSOR INFORMATION

Name of Sponsor (list additional /alternate as appropriate): _____

Name of Company or Organization: _____

Business Unit (Wells Fargo Employees Only): _____

Sponsor Location - Building & Floor: _____

Phone Number: _____

Alternate Phone Number: _____

SIGNATURE: (For Fax and Hand Delivery - Printed Name Serves as E-Signature) _____

FOR SECURITY USE ONLY

Date Received: _____

Officer Initials: _____

Date Authenticated: _____

Officer Initials: _____

Date VPass Created: _____

Officer Initials: _____

Date Issued to Visitor: _____

Officer Initials: _____

EMAIL forms to the following, as needed per building:

- 1WFC.Visitor@ChildressKlein.com
- 2WFC.Visitor@ChildressKlein.com
- 3WFC.Visitor@ChildressKlein.com
- DEC.Visitor@ChildressKlein.com

- One Wells Fargo Center**
- Two Wells Fargo Center**
- Three Wells Fargo Center**
- Duke Energy Center**

For Questions ONLY call:

- 704.805.7125 or 7126**
- 704.374.2660 or 2683**
- 704.944.1628 or 1629**
- 704.330.2531**