

**CITY OF GRANTS PASS  
PUBLIC WORKS  
VISITOR TOUR REQUEST FORM**



Please submit the tour request form to the Public Works Department a minimum of five (5) business days in advance of requested tour date. Also, all visitors must present valid picture ID (Driver's License, State issued ID or Passport), children need to be accompanied by an adult before gaining access to tour site. You can mail, e-mail, or drop off this completed form to the Public Works Office, 101 NW A Street Rm 203, Grants Pass, OR., or email: [whiggins@grantspassoregon.gov](mailto:whiggins@grantspassoregon.gov)

Name of Group (if applicable) \_\_\_\_\_

Facility to tour \_\_\_\_\_

Date of Tour Request: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

Reason for Request \_\_\_\_\_

Phone number of tour requester: \_\_\_\_\_

Email: \_\_\_\_\_

Individuals desiring inclusion on the tour will be subject to a background database check prior to the tour that may include local driving license record check. By signing below you are consenting to the City of Grants Pass performing a local database check. (children's names do not need to be listed)

NAME	ADDRESS	DRIVER'S LICENSE NUMBER	DL STATE	SIGNATURE (Parent or Guardian if requesting party is a minor)

Use additional sheets if necessary.

The Public Works Department will endeavor to provide the following services, without cost, if requested at least 48 hours prior to tour:

*Qualified sign language interpreters for persons with speech or hearing impairments.*

*To obtain services, please call 541-450-6110.*

- **NO CAMERAS OR VIDEO EQUIPMENT IS ALLOWED ON THE TOUR.**

Tour Request Form Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Public Safety: Approved \_\_\_\_ Denied \_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works: Approved \_\_\_\_ Denied \_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_