

HAND CARRIAGE REQUEST

- To ensure the relevant National Security Authority can be notified under Government to Government or Nato Rules the MOD require the following notice, at least **48 Hours for European Destinations, 72 hours for other countries and 5 Working Days for the USA and Australia.**
- Forms to be sent via the security office to des.infra-securityadvicecentre@mod.uk or to Fax 0117 913 4925.
- Queries to Security Advice Centre on 0117 91 34378

<u>Courier Details</u>	Name:				
	Passport Number:				
	Employing Company:				
<u>Information Details:</u>	Type of Information: e.g. Document, Report CD Etc.				
	Project Details:				
	(Highest) Classification of Material to be consigned:				
<u>Receiving Facility</u>	Name and Address:				
	Point of Contact:				
		Outward	Interchange Out (if Required)	Interchange Return (if Required)	Return (if Required)
<u>Flight Details:</u>	Date:				
	Time:				
	Departure Airport:				
	Flight Number:				
	Destination Airport:				
	Time of Arrival at Destination Airport:				
<u>Destination Airport to Company Premises:</u>	Type of Transport: i.e. Taxi, Hire car?				
	Estimated Time of arrival:				
<u>Any other remarks:</u>	i.e. If an overnight stopover is required, where information is to be stored overnight?				