

## 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.**
- Forms to be sent via the security office to [indsec@dpa.mod.uk](mailto:indsec@dpa.mod.uk) or Fax 0117 913 4925.
- Queries to DPA Industrial Security on 0117 913 3677.

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