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| --- | --- |
| OST Reference Number |  |

# Ministry of Justice logoOverseas travel form

If you are travelling overseas for business, taking your MoJ devices abroad, or are travelling to a [high-risk country](https://security-guidance.service.justice.gov.uk/accessing-moj-it-systems-from-overseas/#accessing-ministry-of-justice-moj-it-systems-overseas) for any reason, please complete this form and email it to [security@justice.gov.uk](mailto:security@justice.gov.uk)  
   
**Personal details**

|  |  |  |
| --- | --- | --- |
| Title |  |  |

|  |  |  |
| --- | --- | --- |
| First name |  |  |

|  |  |  |
| --- | --- | --- |
| Last name |  |  |

|  |  |
| --- | --- |
| Email address |  |

Business Area  MoJ HQ

HMCTS

HMPPS HQ

HMPPS non-HQ

Other, please specify below

|  |  |
| --- | --- |
|  |  |

(Note to OST: If business area is HMCTS then Michael Hanley must be informed. If business area is HMPPS then the HMPPS IA team must be informed.)

Security clearance DV  SC  CTC  BPSS

Are you subject to a STRAP briefing Yes  No

**Travel details**

Purpose of travel Business  Personal

Full Travel Itinerary (including stopovers)

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates of travel** | | **Number of days** | **Full address of the place at which you will stay** |
| **From** | **To** |
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**What modes of transport and companies will you use?** (car**,** plane, train, etc. - if ‘car’ please state in which countries the car will be used.)

|  |  |
| --- | --- |
| **Mode of Transport** | **Company** |
|  |  |
|  |  |
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**Has the trip been arranged?** Via DigiTS/Trips portal  Independently    
  
**Will you be travelling?** Alone  With others

**Details of any nationals you will be staying with while overseas:**

|  |
| --- |
|  |

**Documents, networks and equipment details**

**Details of any sensitive documents you will be carrying, or accessing via your devices while you are overseas:**

|  |
| --- |
|  |

**ICT network**: DOM1  Quantum  MoJO

|  |  |  |
| --- | --- | --- |
| Other: |  |  |

**Make / type of equipment you’ll be taking:** (laptop/macbook/phone/tablet etc.)

|  |  |
| --- | --- |
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For MacBooks which build? Developer  Standard

**Asset / Tag details (found on the label of your devices, or if missing your phone number):** (found on the label of your devices or, if missing from your phone, your phone number)

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**Reason for needing IT access while abroad:**

|  |  |
| --- | --- |
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**Is the visa application or any conditions attached to it likely to draw attention to you or your place of work?**

Yes  No  Unsure

**Proposed method of connecting to MoJ network:**   
  
Secure Wi-Fi  (avoid wherever possible using Wi-Fi hotspots in hotels / conference centres / airports / stations / cafés etc. as these may not be secure)

Mobile – 3G/4G/5G data

|  |  |
| --- | --- |
|  |  |

Other (please state)

**Details of Approvals**

**Do you have written approval from your senior line manager for this trip?** (if so, please attach with this form).  
  
Yes  No (please obtain approval)   
  
**Did your senior/line manager inform your HR Business Partner of this trip?**

|  |  |
| --- | --- |
|  |  |

Yes  Name of HRBP

No  (your HRBP should be informed)

Please submit your completed form to [security@justice.gov.uk](mailto:security@justice.gov.uk).

**Security Approval Section**

MoJ Security approved? Yes  No

HMCTS Security advised? Yes  No  N/A

HMPPS Security advised? Yes  No  N/A

|  |  |
| --- | --- |
| Reason for rejected request  (if relevant) |  |

|  |  |
| --- | --- |
| Name of assessor |  |

|  |  |  |
| --- | --- | --- |
| Role of assessor |  |  |

|  |  |
| --- | --- |
| Date of decision |  |