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# Overseas Travel Form

Please only complete this form if you are:

* Travelling overseas for official purposes,
* Intending to take your MoJ device(s) abroad,
* Travelling to a region outside of [Western Europe, North America, Australia or New Zealand.](https://security-guidance.service.justice.gov.uk/accessing-moj-it-systems-from-overseas/#accessing-moj-it-systems-from-overseas)

Once complete, email this form to [security@justice.gov.uk](mailto:security@justice.gov.uk)

**Purpose of Travel**

Official

Personal

**Details of Approval**

You require written approval from your Senior Line Manager to travel overseas and your Human Resources Business Partner (HRBP) needs to be informed. Please obtain approval before submitting, otherwise all requests are automatically declined.

**Has this been completed?**

Yes    ​☐​  (Please attach evidence with this form)

No    ​☐​  (Please obtain approval before submitting)

**Personal details**

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

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

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

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

Business Area  MoJ HQ

HMCTS

HMPPS HQ

HMPPS non-HQ

Other, please specify below

|  |  |
| --- | --- |
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**Personnel Security Controls**

Pre-employment Check BPSS

Security Clearance CTC  SC  DV

STRAP Yes  No

**Travel details**

Full Travel Itinerary (including stopovers and transit locations)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates of travel** | | **Number of days** | **Country of Travel** | **City** |
| **From** | **To** |
|  |  |  |  |  |
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**Documents, networks and equipment details**

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

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**ICT network**: DOM1  Quantum  MoJO

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

**IT equipment requested to be taken:** (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):**

|  |  |  |
| --- | --- | --- |
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**Reason for needing IT equipment while abroad:**

|  |  |
| --- | --- |
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**Proposed method of connecting to MoJ network:**

The use of public Wi-Fi is not permitted.E.g. hotspots in hotels / conference centres / airports / stations / cafés etc.

Secure Wi-Fi  (Home Wi-Fi network, personal mobile hotspot, work Mi-Fi, etc)

Mobile – 3G/4G/5G data

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Other (please state)