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

Security clearance DV  SC  CTC  BPSS

Are you subject to a STRAP briefing Yes  No

**Travel details**

|  |  |
| --- | --- |
| Which country are you visiting (include any stopovers)? |  |

Purpose of travel Business  Personal

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates of travel** | | **Number of days** | **Full address of the place at which you will stay** |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**What modes of transport and companies will you use?**

|  |  |
| --- | --- |
| **Mode of Transport** | **Company** |
|  |  |
|  |  |
|  |  |

**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:**

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**ICT network**: DOM1  Quantum  Other

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

**Make / type of equipment you’ll be taking:**

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

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

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

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

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

**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  (NOT hotel/conference centre/airport/station etc.)

Mobile – 3G/4G/5G data

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

Other (please state)

**Do you have written approval from your line manager for this trip?** (if so, please attach with this form).  
  
Yes  No (please obtain)   
  
Please submit your completed form to [security@justice.gov.uk](mailto:security@justice.gov.uk)

**OST Approval Section**

MoJ OST approved? Yes  No

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

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

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

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