

## **INTERNATIONAL POLICE ASSOCIATION**

### **Procedure for use of the International Travel Form system**

1. The travel form should be used when groups or individuals wish assistance from other Sections they are planning to visit. It does not need to be used where personal contacts are already in place, i.e. regular group exchange visits, visiting friends, etc.

2. Allow sufficient time:

<b>Group travel:</b>	At least 3 months notice
<b>Individual travel:</b>	At least 1 month notice.

This is the minimum you should allow. The more notice you can give the more likely the assistance you require will be given.

3. Your anticipated itinerary and requirements should be clearly given.

4. Use a separate form for each country (IPA Section) you are visiting.

5. The form can be sent by post or by email to the hosting Section. All Sections' email addresses can be found at the International Website [www.ipa-iac.org](http://www.ipa-iac.org).

6. Evidence of IPA membership must be provided. A copy of the IPA membership card can be attached, or your Section can verify your membership by an endorsement on the bottom of the form. If the endorsed form is sent from the Section's official e-mail address, this should be recognised as sufficient evidence.

7. Don't expect the hosting Section to bear any financial responsibility regarding your visit. Information on accommodation etc. may be sent to you, so you will be able to make any reservation direct.

8. If requesting hosting facilities, be prepared to be flexible and, after your trip, please express your appreciation.

**NB: These guidelines do not apply to travel arrangements arising from an emergency (i.e. medical requests).**

# INTERNATIONAL TRAVEL FORM

TO:



1.	Name: _____	
	Family Name: _____	First Name: _____
2.	Address: (Give full private address) _____ _____	
	E-Mail Address: _____	
3.	Age: _____	4. _____
	IPA membership number (Attach copy of membership card or declaration at bottom of page must be completed)	
5.	Police Force: _____	Department: _____
		Position: _____
6.	Telephone Numbers: Home: _____	Work: _____
		Mobile: _____
7.	Accompanying persons (give full name of accompanying persons and in case of children age). Continue of separate sheet	
	Name	Relationship
	Children's age	
	A. _____	_____
	B. _____	_____
	C. _____	_____
8.	Destination: (A separate form in respect of each country (Section) to be visited). When visiting more than one place in any country please list each area.	
	A. Country: _____	B. Town: _____
9.	Method of Travel: <input type="checkbox"/> Air <input type="checkbox"/> Boat <input type="checkbox"/> Rail <input type="checkbox"/> Car	
10.	Flight Number: _____	Other Means: _____
	Airline: _____	
11.	Car Registration: _____	
12.	Date of Arrival: _____	Time: _____
		Place of Arrival: _____
13.	Date of Departure: _____	Time: _____
		Place of Departure: _____
14.	Accommodation: Could the Hosting Section please give Recommendations for lodgings, in order that the IPA Visitor may book direct.	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If already arranged, name and address of host or hotel: _____	
15.	FACILITIES REQUIRED: (indicate specific interest, type of work (i.e fingerprint/traffic etc) and special sight-seeing of historic buildings/museums etc.)	
	(a) Visit place of interest <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes specify: _____	
	(b) Other facilities: _____	
	(c) Languages spoken <input type="checkbox"/> French <input type="checkbox"/> English <input type="checkbox"/> German <input type="checkbox"/> Spanish    Other, please specify) _____	
	Signed _____	Section _____
		Date _____

**FOR OFFICIAL USE**

TO: Section \_\_\_\_\_ Name: \_\_\_\_\_

I certify that the applicant is an IPA Member. The request (as outlined) for assistance during the visit to your Section is forwarded for your attention. You may communicate with the applicant. May I thank you for your assistance.

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_