

## Essential travel documents

One of your essential tasks to do before you leave for international travel is to check, and re-check your documentation. Make sure you have everything you need for any circumstance that may arise.

We recommend that you make copies of the following key documents. One set should be taken with you, carried separately from the originals but kept equally safe, and another set should be left in the hands of a trusted friend or loved one at home. A commonly used method is to scan, or photograph, and email your documents to yourself to be stored electronically on web-based emails for access wherever you are in the world.

### Document checklist:

\*O - Original; C - Copy; R - Reserve with friend

O	C	R	Document	Details/rationale
			Passport	For passage across international borders
			An ID card from your employer	If available
			Visa(s) for all destination countries	
			Work Permits	Where necessary
			Vaccination booklet/records	* Yellow fever certificate is currently the only mandatory vaccination certificate required by some countries
			Insurance contact details	
			Airline ticket / itinerary	
			A written note of your blood group	And any family/team members with you
			Travel risk assessment	
			A copy of any prescription and a letter from your GP	<ul style="list-style-type: none"> <li>• details of your medication, including its generic name (not just the brand name)</li> <li>• the name of the health condition that you need the medication for</li> <li>• information translated into the language of the country or countries that you are visiting</li> </ul>
			HIV certificate	If demanded by the government of the country you are going to, phone embassy for latest advice
			Proof of your relationship to any children you are travelling with may be needed	PLUS evidence of consent from any non-accompanying parent(s)
			Licenses/permission to carry certain goods (e.g. sat phones, medical equipment, cash, etc)	
			Security call card with relevant contact details	
			In certain contexts it may be necessary to carry a permit to photograph if you plan to do so	Remain mindful not to photograph key strategic or sensitive positions unless you have explicit permission to do so.

Additional documents to carry if working in a humanitarian context:

O	C	R	Document	Details/rationale
			Travel permits	For access behind rebel lines
			Endorsements from various government security bodies or ministries	<p>These can be critical to enable safe humanitarian access, particularly where clearance is needed to cross the lines of a belligerent. NGOs should always investigate what may be needed when seeking to travel in such environments.</p> <p>Generally the agency to contact for access issues is UNOCHA, however it is also advisable to contact other NGOs operating in the area and local government officials.</p>

*Last updated: September 2015*

 <p>INTERNATIONAL LOCATION SAFETY  <a href="http://www.locationsafety.com">www.locationsafety.com</a>          Brighton, UK          +44 (0)1273 833070  <a href="mailto:info@locationsafety.com">info@locationsafety.com</a></p>	 <p>INTERHEALTH WORLDWIDE  <a href="http://www.interhealthworldwide.org">www.interhealthworldwide.org</a>          Nairobi, Kenya      London, UK          +254 (0) 714763560      +44(0) 207 902 9000  <a href="mailto:info-kenya@interhealthworldwide.org">info-kenya@interhealthworldwide.org</a>      <a href="mailto:info@interhealth.org.uk">info@interhealth.org.uk</a></p>
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