

CHECKLIST FOR TRAVELLERS

PASSPORT

KNOW BEFORE YOU GO

- Check the Foreign & Commonwealth Office (FCO) up-to-date travel advice and travellers tips on the internet at www.fco.gov.uk/travel or call **0845 850 2829**;
- Get a good guidebook and get to know your destination. Find out about local laws and customs and follow them on arrival;
- Tell family and friends where you are going, a way of contacting you such as email and contact them if trouble flares up. Leave copies of your passport, insurance policy plus 24-hour emergency number, ticket details, your itinerary and contact details with family and friends.

INSURANCE

Get adequate and comprehensive travel insurance and check that it covers all the activities you plan to undertake. Be sure your policy provides for:

- an air ambulance, in case you need to be flown home;
- all medical bills (which can be expensive);
- any pre-existing medical conditions;
- any potentially hazardous sports activities;
- bringing the body home, in the event of a death;
- bringing your family home, in the event of your illness or injury;
- replacing and/or bringing your car home.

PLAN TO STAY HEALTHY

- check what vaccinations you need with your GP at least six weeks before you travel;
- check to see if you need extra health precautions for the country you are visiting (e.g. malaria zones);
- check if your medication is legal in the country you are visiting. Pack it in your hand luggage;
- if you are taking prescribed medication, take the prescription with you and a GP's letter;
- if you're travelling within the EEA (European Economic Area), get an EHIC from the post office for reduced or free emergency care. But remember you still need travel insurance.

TICKETS

- **Before you go...** buy a return ticket.
- **When you are there...** keep your tickets in a safe place.

PASSPORTS AND VISAS

Before you go...

- if you want to travel overseas, including journeys through the Channel tunnel, you will need a passport;
- check that your passport is still valid for a minimum of six months at return date, that it is in good condition and make a note of its number, date and place of issue;
- write the full details of your next of kin in your passport;
- check if you will need a visa - Travel Agents can advise;

- children under 16 (including babies) not already included on a valid passport or travelling to USA need their own individual passports. Children already included on their parents' passports can continue to travel on these until they reach 16, or the passport on which they are included expires;
- take another means of identification (preferably with a photograph).

When you are there...

- Keep your passport in the hotel safe and carry a photocopy with you.

DRUGS

- avoid any involvement with drugs - the penalties are severe and could include the death sentence;
- don't carry parcels or luggage through customs for other people;
- don't cross land borders with people you don't know, e.g. hitch-hikers;

MONEY

Before you go...

- make sure you have enough to cover emergencies;
- take traveller's cheques and keep a separate record of their numbers;
- before you leave, find out how your traveller's cheques and credit cards can be replaced if lost;



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- check the expiry dates on your credit or debit card(s) and make a separate note of their numbers.

When you are there...

- carry only as much money as you need for the day; leave the rest in a hotel safe;
- if you have to carry a lot of money, ask your partner or a friend to carry some of it for you;
- use a money belt or secure inside pocket;
- don't carry all your cards with you - leave at least one in the hotel safe;
- If your money, passport or anything else is stolen abroad, report it at once to the local police and obtain a statement about the loss as you will need one to claim against your insurance. You will need to take steps to cancel any cards or travellers cheques.

CONSULAR ASSISTANCE

British Consular Officers are ready to help you help yourself. Make a note of the telephone number of the nearest British Consulate. Hotels, tour operators and police should have this information. Working hours vary; it is better to telephone first. Most British Consulates operate an answerphone service outside office hours, giving working hours and an emergency number for other times. For more detail on what support you can receive, consult www.fco.gov.uk/travel

GIVING US FEEDBACK

If you do need to get in touch with a British Consulate when overseas, we would welcome any comments on the assistance you received. Please email the following address:
Email: feedback.consular.services@fco.gov.uk



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FCO TRAVEL ADVICE
know before you go
fco.gov.uk/travel

Want to save money on your travel insurance?
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www.halifax.co.uk/insurance

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