



OCCAR Courier Certificate Version II

For the International Hand Carriage of Classified Information or Material at CONFIDENTIAL or SECRET Level Contractor Representatives concerning

Programme concerned	Certificate No.

This is to certify that the Courier

Name:		DoB:		PoB:	
Nationality:		Passport / Identity Card No:			
Issued by:			Date of Issue:		
Agency or Country representing:					

is authorised to carry on the travel a consignment containing Classified Information or Material at CONFIDENTIAL or SECRET level as detailed in the attached "Description of Shipment".

The attention of Customs, Police, and / or Immigration Officials is drawn to the following:

1. The Classified Information or Material comprising this consignment is classified in the security interests of OCCAR, its Member States or a non-Member States participating in an OCCAR Programme.
2. It is requested that the consignment will only be inspected by properly authorised persons or by personnel having special permission.
3. If an inspection of the consignment is deemed necessary, it is requested that:
 - the inspection of the consignment is carried in an area out of sight of persons, who do not have a Need-to-Know, and in the presence of the Courier;
 - the Courier is assisted in re-packing the consignment immediately upon completion of the examination;
 - evidence of the opening and inspection of the consignment is provided by sealing and signing the outer envelopes of the consignment after having them closed again and by annotating in the shipping Documents that the consignment has been opened.
4. Customs, Police, and / or Immigration Officials of the country of origin or destination of the consignment, or countries to be crossed give assistance as necessary to assure successful and secure delivery of the consignment.

Date	Name (Block letter)	Signature	Stamp of issuing Security Official



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Description of Shipment

Certificate No.

Shipment No.

Kind of Classified Consignment / Freight:			
Documents / Data Storage Media:	<input type="checkbox"/>	Components / Equipment:	<input type="checkbox"/>
Total Number of Packages / Envelopes / Components:		Size or Weight (if appropriate):	

Sender (Name, Address):	
Sender's Classified Reference / Serial Numbers:	

Recipient (Name, Address):				
Duration of Carriage / Transport (Dates):	From:		To:	

Itinerary (Countries)	Country of Origin:	
	Destination Country:	
	Countries Crossed:	
	Authorised Stops (Locations):	

Courier(s) Name(s): (list further individuals accompanying the transport, if appropriate)	

Issuing Security Official			
Date	Name (Block letter)	Signature	Stamp



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Declaration by the Courier on Completion of the Carriage / Transport

Certificate No.

Shipment No.

I declare in good faith that, during the travel covered by this "Courier Certificate", I am not aware of any occurrence or action, by myself or by others that could have resulted in the compromise of the classified contents of the consignment.

Courier	
Date and Place of Return of the Courier:	

Date	Name (Block letter)	Signature

Countersigning Security Official	
Agency / Government Establishment:	

Date	Name (Block letter)	Signature	Stamp



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OCCAR Courier Certificate Version II (Notes for the Courier)

Certificate No.

You have been appointed to carry / escort a classified consignment.

Your "**COURIER CERTIFICATE**" has been provided to be used for the carriage of a classified consignment / escort of transport as detailed in the "**Description of Shipment**".

You have been briefed on your obligations related to the transfer of classified consignments, and you have signed an appropriate briefing declaration.

The following general points are brought to your attention:

1. You will be held liable and responsible for the consignment described in the Courier Certificate.
2. Throughout the travel, the consignment must, under any circumstances, be kept under your personal custody and must not be left unattended unless it can be deposited under secure conditions.

During overnight stops, governmental facilities or industrial companies having appropriate security clearance may be utilised. You are to be instructed on this matter by your responsible Security Officer.

3. The consignment will not be opened en route, and the contents must not be displayed or disclosed to third persons except in the circumstances described in paragraph 8 below.
4. You are not allowed to deviate from an agreed route and travel schedule unless explicitly approved by authorised persons.
5. In cases of emergency, you are supposed to take such measures as deemed necessary to protect the consignment.
6. You are requested to ensure that you have all the necessary personal travel Documents (travel tickets, currency, medical insurance certificates or other necessary medical certificates) available, and that your expatriation and identification Documents (passport, visa, ID card) are complete and valid.
7. The consignment will only be handed over or delivered to authorised personnel of the recipient as specified on the "Itinerary" or other appropriated dispatching notes.
8. There should be assurance of immunity from search by the Customs, Police, and/or Immigration Officials of the various countries whose borders you will be crossing.



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In case such officials require access to the consignment you are supposed to provide to them your "Courier Certificate" and this Note, and you should insist on this documentation being immediately passed to senior Customs, Police and/or Immigration Officials.

In case Customs, Police, and/or Immigration Official demands to access the contents of the consignment you are required to inform your responsible Security Officer.

9. Upon return from the travel you are required to provide a bona fide receipt for the consignment signed by duly authorised security officials of the recipient, and to sign the declaration in **"Declaration by the Courier on Completion of the Carriage / Transport"**.