**Foreign Travel Notification Form**

**Please return this form to Rich Wright, CSU Facility Security Officer**

**Deliver: 309 Johnson Hall**

**Email (as attachment):** [**rich.wright@colostate.edu**](mailto:rich.wright@colostate.edu)

**Background Information**

1. Travel outside of the United State is a matter of security interest in view of the clearance you hold. Such travel includes points in Canada, the Caribbean, Mexico, Europe as well as more distant destinations.
2. Knowledge of your whereabouts is needed primarily for personal protection and as a guide in locating you should an official search be required. Your itinerary should be adhered to as closely as possible.
3. If major changes are made, or if your estimated return date is extended by more than 24 hours, please advise Security, accordingly, to forestall any unnecessary concern as to your whereabouts. Contact Security upon your return for a debriefing. Any incidents of an intelligence nature which may have occurred must be reported.

**Travel Information**

If you currently hold a security clearance, please complete following information and receive a Foreign Travel Briefing. Notify Security 30 days prior to your departure. **When you return, arrange to complete a Foreign Travel Debriefing**.

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| **Travel** | 🞏 Official 🞏 Personal |
| Travel Destinations (enter all countries): |  |
| Travel Sponsor (if official travel): |  |
| Sponsor Contact Name: |  |
| Sponsor Phone, Fax, Email: |  |
| Purpose of Travel: |  |
| **Personal Information** |  |
| Last Name: |  |
| First Name: |  |
| Work/ Mobile Phone: |  |
| Home Phone/ Social Media: |  |

|  |  |
| --- | --- |
| **Person Who Knows Your Whereabouts** | |
| Last Name: |  |
| First Name: |  |
| Work/ Mobile Phone: |  |
| Home Phone/ Social Media: |  |
| **Detailed Itinerary** | |
| Place (City, Country): |  |
| Arrival Date: |  |
| Departure Date: |  |
| Carrier (Name, Flight Info, #): |  |
| Contact Name: |  |
|  |  |
| Place (City, Country): |  |
| Arrival Date: |  |
| Departure Date: |  |
| Carrier (Name, Flight Info, #): |  |
| Contact Name: |  |
|  |  |
| Place (City, Country): |  |
| Arrival Date: |  |
| Departure Date: |  |
| Carrier (Name, Flight Info, #): |  |
| Contact Name: |  |
|  |  |
| Place (City, Country): |  |
| Arrival Date: |  |
| Departure Date: |  |
| Carrier (Name, Flight Info, #): |  |
| Contact Name: |  |
|  |  |
| Place (City, Country): |  |
| Arrival Date: |  |
| Departure Date: |  |
| Carrier (Name, Flight Info, #): |  |
| Contact Name: |  |

**Things to Remember**

As you prepare to travel outside of the United States, you may find yourself traveling to or through a country whose interests are unfriendly to those of the US. First, please remember the continuing need to safeguard the classified information you carry around in your head and the broadening efforts of foreign intelligence services around the world. Second, this briefing is to impart a number of helpful tips; so you can avoid situations which could cause you delay, embarrassment, or to be arrested while traveling.

1. Don’t mention, discuss, or even imply involvement in classified projects or activities.
2. Never take sensitive or classified information outside of the US without written approval from the US Government.
3. Don’t accept letters, photographs, material, or information to be carried out of the country being visited.
4. Avoid moral indiscretions or illegal activity which could lead to compromise or blackmail.
5. Be careful of making statements which could be used for propaganda purposes.
6. Don’t sign petitions regardless of how innocuous they may appear.
7. Remember that all mail may be subject to censorship.
8. Be careful not to divulge personal or business matters which could be used for exploitation or propaganda purposes.
9. Never attempt to photograph military personnel or installations or other restricted or controlled areas.
10. Beware of overly friendly guides, interpreters, servers, hotel clerks, etc. whose intentions may be other than they appear.
11. Carefully avoid any situation which, in your best judgment, would provide a foreign service with the means of exerting coercion or blackmail.
12. Report to Security upon your return for debriefing.
13. Incidents of an intelligence nature or foreign national contact must be reported.

Submission of this form via e-mail channels constitutes the traveler’s verification on the accuracy of the information provided and acknowledges the understanding and agreement of the information/instructions provided.