This document provides guidance for World Leader Summit (WLS) and COP26 participants on completing the passenger locator form. It has been developed by the Cabinet Office in conjunction with the Department of Transport, Department for Health and Social Care and the Home Office.

Completing a passenger locator form within 48 hours of departure is a requirement for all WLS and COP26 participants as a condition of agreeing to comply with the Code of Conduct.

This guide takes you through every step of filling out the form but please take particular note of points highlighted with ‘COP26/ WLS specific guidance’. These points provide important guidance on how to complete questions on vaccination status, self-isolation, managed quarantine and testing packages correctly.

Due to the specific border policy in place for COP26 and WLS participants, you can select UK Government approved exemptions to certain questions where they apply to you. The following guidance explains when these should be used.

The four exemption categories for COP26 and WLS are the following:

1. **World Leaders Summit participant or facilitator (England and Scotland only) - HMG Letter required** - You must be a registered WLS participant or facilitator and must carry your confirmation letter from HMG (UK Government) confirming this is the case for this exemption category to apply.

2. **World Leaders Summit participant or facilitator also registered as a UNFCCC COP26 participant (England and Scotland only) - HMG Letter required** - You must be a registered WLS and a UNFCCC-registered COP26 participant or facilitator for this exemption category to apply. You must carry your WLS and COP26 confirmation letter to prove you qualify for this exemption category.

3. **Ministerial Head of Department or their essential staff who are part of a national delegation attending UNFCCC COP26 (England and Scotland only) - HMG Letter required** - You must be a Ministerial Head of Department or one of their two essential staff, and hold a confirmation letter from the UK Government confirming that you are registered as a participant or facilitator for COP26 for this exemption to apply. If you are travelling from a red list country, you will also need your exemption from managed quarantine letter from the UK Government.

4. **COP26 UNFCCC registered participant (England and Scotland only) - HMG Letter required** - You must be registered through the UNFCCC COP26 portal for this exemption
category to apply and have a copy of your letter from the UK Government to confirm that you are a registered participant or facilitator.

You must arrive in the UK through England or Scotland for these exemption categories to apply.

For further information on border requirements for COP26 and the WLS, please visit the COP26 Website and view the guidance on planning your journey to COP26 and the supporting ‘frequently asked questions’ document.

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**Passenger Locator Form User Guide**

Before you arrive in the UK, it is vital you complete a passenger locator form online. This can be completed at [https://www.gov.uk/provide-journey-contact-details-before-travel-uk](https://www.gov.uk/provide-journey-contact-details-before-travel-uk).

**Before you start, you will need:**

- your passport details or the travel document you’ll use when you arrive at the UK border
- your travel details, including times and dates
- the address where you will stay in the UK
- the booking reference number for your managed quarantine stay if you have been in any red list countries or territories in the 10 days immediately prior to your departure (please visit the COP26 Website to see the guidance on how to book managed quarantine)
- your confirmation letter from HMG (UK Government) confirming that you are a registered COP26 or WLS participant or facilitator

**Process**

Follow this link: [https://www.gov.uk/provide-journey-contact-details-before-travel-uk](https://www.gov.uk/provide-journey-contact-details-before-travel-uk). Scroll down the page until you find ‘Complete the passenger locator form online’ and click on ‘Start now’.

**Visuals/additional information**

**Complete the passenger locator form online**

You can include multiple journeys in your form if you’ll enter the UK more than once in a 48-hour period.

⚠️ It is a criminal offence to provide false or deliberately misleading information when filling out your passenger locator form. You could be fined, imprisoned or both if you do not provide accurate details about the countries you have visited in the 10 days before you arrived in the UK.

After you complete the form you will receive a QR code via email. You can print this out or show it on your phone as proof of completion.
1. Do you have a Passenger Locator Form account?

Before completing the form, you will be asked whether you already have a Passenger Locator Form account.

A Passenger Locator Form account may be useful if you plan to make multiple trips to the UK within a given month. An account will store your personal details (name, contact details, passport details, home address) for up to six months so that when you complete the form again, these fields are pre-populated with your information.

An account is not mandatory, and the form can be completed without one.
2. Register an email

You will be asked to provide an email address to link to your passenger locator form. You will also be asked to provide a password so you can save your Passenger Locator Form details as you may need to access them later.

![Email registration form](image)

- Email address
- Repeat your email address
- Create a password
  - Your password must be 8 characters or longer and include a letter and a number or symbol.

3. Your telephone number(s)

You will be asked to provide a mobile telephone number for your stay in the UK. This number will be used to notify you if a passenger on your flight or vessel has tested positive for COVID-19. You are asked to enter the mobile telephone number twice to ensure it is input correctly.

You will also be asked for a secondary phone number if available.

![Telephone number entry form](image)

- Enter a phone number that you can use in the UK. We will use this number if we need to contact you about quarantine rules, or if someone you travelled with develops coronavirus (COVID-19) symptoms.
- Only include the numbers for your country code and the rest of your phone number. For example, 39133457090
- Repeat your primary phone number
- Your secondary phone number (optional)
  - We will use this number if we cannot contact you on your primary phone number.
  - Repeat your secondary phone number (optional)
4. **Contacting you by telephone**

This question asks if there are any accessibility reasons that could prevent you from being contacted via telephone (e.g. hearing impairment) or SMS (e.g. sight impairment). If there are no audio or visual reasons which prevent you from being contacted by telephone or SMS, please select that you can be contacted in both ways.

5. **Your Name**

Please provide your name as it is shown in your passport or travel document. It is **important** that the name matches the passport or travel document you will use for your travel to the UK or you may be delayed at the border.

6. **Your sex and your date of birth**

You are then asked to confirm your sex and your date of birth.
7. Your home address

You will then be asked to confirm whether your home address is in the UK.

If you select yes you will be asked to provide your UK postcode and will need to select the correct address which corresponds to that postcode.

If you select no you will need to provide your home address.

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8. Your passport or travel document

This section asks you to:

- Enter your passport number or travel document reference number
- Repeat your passport number or travel document reference number
- Enter the ‘country of issue’ for your passport or travel document. This could also be referred to as the ‘issuing authority’ or ‘place of issue’
- Enter the expiry date for your passport or travel document

It is important that the passport or travel document details provided are for the same passport or travel document that you will use to enter the UK. For example, if you have dual nationality, you must have the same travel document provided on your passenger locator form as the travel document used for travel.
The reference number must be entered in exactly the same format as it is shown on your travel document.
- For example: 501234567
- 123-456-789 - should be entered including hyphens
- 123456 789 - include the space if there is one
- 123456<789 - include any non-alphanumeric characters
If not, you may be delayed at the border.

<table>
<thead>
<tr>
<th>9. Verify your vaccination status - COP26/ WLS specific guidance</th>
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<tbody>
<tr>
<td>This question asks you about your vaccination status. Please answer this question based on whether you meet the COP26 specific vaccine eligibility criteria not the eligibility set out on the PLF.</td>
</tr>
</tbody>
</table>

If you are **not** required to complete managed quarantine you will be considered to meet the vaccine eligibility criteria:
- If you have been vaccinated with any Covid-19 vaccine which is recognised in your country of origin, and if you have completed your full course of Covid-19 vaccines (usually two but not always) at least 14 days prior to travelling, or
- If you are under 18 (under 18s should be accompanied by a responsible adult), or
- If you have participated or are participating in an approved COVID-19 vaccination clinical trial.

If you **are** required to complete managed quarantine you will be considered to meet the vaccine eligibility criteria:
- If you have been vaccinated with any Covid-19 vaccine which is recognised in your country of origin, and if you have completed your full course of Covid-19 vaccines (usually two but not always) at least 14 days prior to travelling.
vaccines (usually two but not always) at least 10 days prior to travelling (with the day of your final dose being day 0 and the day of arrival being day 10), to qualify for 5 days managed quarantine; or
  o If you are under 18 (under 18s should be accompanied by a responsible adult) or
  o If you have participated or are participating in an approved COVID-19 vaccination clinical trial.

If you meet the above vaccine eligibility criteria you should select ‘yes’ to this question.

All registered COP and WLS participants are exempt from the requirement to provide evidence of their vaccination status.

If you do not meet the above criteria then please select ‘no/prefer not to say.’

You must fulfi all the above criteria to be considered fully vaccinated. If not, you will need to complete the form declaring that you are not fully vaccinated. Failure to do so may result in you being denied boarding.

You must be able to provide acceptable proof of your vaccination status to your carrier (ferry, airline or train) when you travel. Acceptable proof is listed here.

Age and residency eligibility:
  • ordinarily resident in the UK and under the age of 18 at the time you arrive or
  • ordinarily resident in a country with a vaccination programme approved by the UK and under the age of 18 at the time you arrive

COVID-19 vaccine clinical trial eligibility:
  • participation in a formally approved COVID-19 vaccine clinical trial in the UK or US

Check whether you meet the eligibility criteria here.

Note that exemption from self-isolation and Day 8 testing only applies for the duration of your stay in the UK. You can check the travel requirements for Scotland, Wales and Northern Ireland using the hyperlinks.

Do you meet the eligibility criteria linked to above?

You will need to show proof of your vaccination status, age and residency or clinical trial eligibility to your carrier (ferry, airline or train) when you travel.

If you do not meet the criteria above (including if you have lost your proof of eligibility) or prefer not to say, please select ‘No/Prefer not to say’.

- Yes
  - You must bring proof of your eligibility with you during travel. You will need to provide a contact address while in the UK and a Day 2 test booking number.
- No/Prefer not to say

Save and continue  Cancel
10. Your coronavirus (COVID-19) vaccination details - COP26/ WLS specific guidance

If you select ‘Yes’ for your COVID-19 vaccination status, you will be asked for further details regarding your specific vaccine.

You should specify which country you received your COVID-19 vaccination.

Please note: All registered COP and WLS participants are exempt from the requirement to provide evidence of their vaccination status. You will therefore not need to provide evidence, such as a vaccine certificate, to your transport provider.

11. Your Travel Plans

This section asks about your travel plans. Three options are provided:
1. Stay in or visit the UK
2. Travel to the UK more than once within 48 hours, for example as a haulier or crew member
3. Change flights in the UK within 48 hours, without going through UK border control, also known as transiting

If you will continue your journey to a foreign destination from the same port in the UK, you will likely transit without going through border control. If you continue your journey from a different airport or port, you must go through border control. If you are still uncertain about your transit, please consult your travel company.

If you will have to go through border control to transit to a foreign destination, then please select the “Stay in the UK” option.
12. Details of your arrival in the UK

This section will ask:

- Where will you arrive in the UK?
  
  *This refers to the port of arrival (name of airport, seaport, or railway station). As you type, options will appear for you to select.*

- What country are you traveling from?
  
  *This refers to the question - where did your plane/ship/train leave from, immediately before arriving in the UK? As you type, options will appear for you to select.*

- What company are you travelling with?
  
  *This is the name of the airline/shipping company/rail company, (note that this is not your tour operator or travel agent). As you type, options will appear for you to select. If your travel company is not listed, click on “The company I am travelling with is not listed” and enter the company name in the text box that appears.*

What is the flight number, train number or ship name that you will arrive on?

What is your seat number? (If known). If you are arriving by sea, you do not need to provide a seat number.

*Include the coach number if travelling by train, for example Coach 5 Seat 2. If you are travelling to the UK via more than one flight (i.e. transit), you must provide the flight details you that arrive into the UK with, not those from your country of departure.*
### 13. Dates of travel

Please provide the dates you plan to arrive in the UK.

Please provide the time you will arrive.

Please provide the date you plan on leaving the UK.

![Dates of travel form](image)

### 14. People you are travelling with (Travel with Under 18s)

This section asks if there is anyone under the age of 18 (under the age of 16 if you are travelling to Scotland, which will apply to anyone attending COP26) that you are including on the form. Anyone over the age of 18 (or 16 in Scotland) **must** complete their own Passenger Locator Form.

If you select ‘yes’, you will be asked to provide the details of the passenger under the age of 18 (or 16 for Scotland) who is travelling with you:
- Given name(s)
- Family name
- Relationship to you
- Date of Birth (DD MM YYYY)

A further question will also ask if this individual is aged 12 or over. If you select yes, you will be asked for extra details to enable this passenger to enter the UK via eGates at the border:
- Passport number or travel document reference number
- Repeat passport number or travel document reference number

If you are travelling with minors (under 18), select ‘Yes’ and follow written instructions.

If you are not travelling with minors (under 18), please follow the screenshots below.

![People travelling with under 18s form](image)
- Country of issue. This could also be referred to as ‘issuing authority’ or ‘place of issue’.
- Passport or travel document reference number expiry date (DD MM YYYY).

(Note: children under 12 years of age cannot use the eGates at the border.)

<table>
<thead>
<tr>
<th>15. Countries you have visited (Travel History)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This section asks you to provide a list of the countries and/or islands you will have visited in the 10 days prior to your arrival in the UK. You must provide a full list of every country and/or island visited. <strong>Important:</strong> please note that failure to provide information could be a criminal offence and you may be prosecuted.</td>
</tr>
<tr>
<td>The first time this question appears, it will show the country you are travelling from (that you provided earlier). It will ask for your arrival date into the country, and your departure date from there. If you will have only been in the country for the 10 days before your arrival in the UK, you do not need to provide an arrival date.</td>
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</table>

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<tr>
<th>16. Any other countries or islands</th>
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<tbody>
<tr>
<td>This allows you to continue listing countries and/or islands until you have entered your full travel history for the 10 days before your arrival in the UK.</td>
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<th>Any other countries or islands</th>
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<td><strong>Service Update</strong></td>
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<td>From 1 October 2021, most EU, EEA and Swiss citizens will only be able to enter the UK using a valid passport. ID cards will no longer be accepted as a valid travel document for entry to the UK. Check <a href="https://www.gov.uk">GOV.UK</a> for further details and exceptions.</td>
</tr>
<tr>
<td>Have you visited, or will you visit, any other countries or islands in the 10 days before coming to the UK?</td>
</tr>
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<td></td>
</tr>
<tr>
<td><strong>Save and continue</strong></td>
</tr>
</tbody>
</table>
17. Where will you stay in the UK

You will only be asked this question if you are fully vaccinated.

Please provide the address that you are staying at for the first 10 days in the UK.

18. Your hotel quarantine details - COP26/WLS specific guidance

If you have been in a red list country or territory in the 10 days immediately prior to your travel, you will be asked for your managed quarantine details.

If this applies to you and you fall into one of the following categories:

- World Leaders Summit participant or facilitator
- World Leaders Summit participant or facilitator also registered as a UNFCCC COP26 participant
- Ministerial Head of Department or their essential staff who are part of a national delegation attending UNFCCC COP26 (England and Scotland only) - HMG Letter required

You are exempt from the requirement to complete managed quarantine. Therefore, please select ‘yes’ when asked whether you are travelling for a reason that means you do not need to quarantine.
If you have been in a red list country or territory in the last 10 days and you are a:

- COP26 UNFCCC registered participant who is not in any of the above categories

You must complete a period of managed quarantine.

Therefore, please select ‘no’ when asked whether you are travelling for a reason that means you do not need to quarantine.

You should input your quarantine details using your CTM Reference ID (Invoice number) as well as the hotel address where you will be staying. For further guidance on how to book your stay in managed quarantine, please visit the COP26 website.

**Important:** you may not be permitted to travel if details for your managed quarantine stay are not provided.

19. Your reason for exemption from hotel quarantine - **COP26/ WLS specific guidance**

If you selected ‘yes’ to whether you are travelling for a reason that means you do not need to quarantine, you will now need to input a UK Government approved exemption.

Please input one of the following statements depending on which applies to you:

- **World Leaders Summit participant or facilitator (England and Scotland only) - HMG Letter required**
- **World Leaders Summit participant or facilitator also registered as a UNFCCC COP26 participant (England**

Your reason for exemption from hotel quarantine

Service Update

From 1 October 2021, most EU, EEA and Swiss citizens will only be able to enter the UK using a valid passport. ID cards will no longer be accepted as a valid travel document for entry to the UK. Check GOV.UK for further details and exceptions.

Select the reason why you do not need to quarantine in a government-approved hotel.

You can check if your reason for travel means you are exempt from hotel quarantine.

Enter a government approved exemption
and Scotland only) - HMG Letter required
- Ministerial Head of Department or their essential staff who are part of a national delegation attending UNFCCC COP26 (England and Scotland only) - HMG Letter required

20. Self Isolation - COP26/ WLS specific guidance

All COP26 and WLS participants are exempt from the requirement to self-isolate. Please select ‘no I’m exempt’ to this question.

21. Your reason for exemption from self-isolation - COP26/ WLS specific guidance

You will now need to input a UK Government approved exemption. Please select from one of the following options which applies to you:

- World Leaders Summit participant or facilitator (England and Scotland only) - HMG Letter required
- World Leaders Summit participant or facilitator also registered as a UNFCCC COP26 participant (England and Scotland only) - HMG Letter required
- Ministerial Head of Department or their essential staff who are part of a national delegation attending UNFCCC COP26 (England and Scotland only) - HMG Letter required
COP26 UNFCCC registered participant (England and Scotland only) - HMG Letter required

<table>
<thead>
<tr>
<th>22. Testing after you arrive - COP26/ WLS specific guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>This question is in relation to Covid-19 testing upon arrival in the UK. As a registered COP26 or WLS participant, you are exempt from booking a testing package as the UK Government will provide your tests once you are in the UK. Please select ‘no, I am exempt’ to this question.</td>
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</tbody>
</table>

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<th>Testing after you arrive in the UK</th>
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</tr>
<tr>
<td>- If you have only been in non-red list countries or islands and you meet the vaccine eligibility requirements, you must book a day 2 test.</td>
</tr>
<tr>
<td>- If you have been in or travelled through a non-red list country or island and you do not meet the vaccine eligibility requirements, you must book tests for day 2 and day 8, unless you meet the vaccine eligibility criteria.</td>
</tr>
<tr>
<td>Find out more about testing requirements and how they apply to different countries <a href="https://www.gov.uk/testing-for-coronavirus">here</a>.</td>
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<td>Find out more about testing requirements and how they apply to different countries <a href="https://www.gov.uk/testing-for-coronavirus">here</a>.</td>
</tr>
<tr>
<td>There may be another specific reason why you are exempt from testing or have bespoke testing arrangements. You can check if you are <a href="https://www.gov.uk/government/publications/coronavirus-testing-packages-for-uk-border-control">exempt from having to book coronavirus test</a> for when you arrive in the UK.</td>
</tr>
<tr>
<td>Are you required to book a COVID-19 test package for when you arrive in the UK?</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>
23. Your reason for exception from tests-
COP26/ WLS specific guidance

Due to being exempt from booking a testing package, you must now provide a UK Government approved exemption. Please input one of the following exemptions depending which applies to you.

- World Leaders Summit participant or facilitator (England and Scotland only) - HMG Letter required
- World Leaders Summit participant or facilitator also registered as a UNFCCC COP26 participant (England and Scotland only) - HMG Letter required
- Ministerial Head of Department or their essential staff who are part of a national delegation attending UNFCCC COP26 (England and Scotland only) - HMG Letter required
- Other COP26 UNFCCC registered participant (England and Scotland only) - HMG Letter required

24. Check your answers

You have now successfully submitted all the relevant information for your passenger locator form. You would need to review your answers and once happy, click on ‘Continue’ at the bottom of the page.

25. Declaration

At the end of the form, you have the option to receive by email the details you submitted, sent as a PDF file to the email address you provided. You then complete a declaration that:

- You will arrive in the UK within 48 hours.
- The information you have given is correct.
- And that you understand you could be prosecuted if you provide false details.
- You then confirm that you must have proof of a negative COVID-19 test when you arrive in the UK (unless you are exempt).

If any of the details you have submitted change before you travel to the UK, you **must** submit a new Passenger Locator Form.

It is important you print the PDF as proof of completion when arriving in the UK.