|  |  |  |  |
| --- | --- | --- | --- |
| **VIP Form**  **Head of State/Head of Government/Minister**  Travel Information | | | |
| **Country:** |  | | |
| **Function:** |  | | |
| **First-/Last Name:** |  | | |
| **Arrival and Depature (by plane):** **Airport**: | | | |
| *Date of Arrival* | *Time* | *Airline* | *Flight Number* |
| Date |  |  |  |
| *Date of Depature* | *Time* | *Airline* | *Flight Number* |
| Date |  |  |  |
| **GAC/VIP Service**  (booked by the Embassy/Permanent Mission) | | Yes | No |
| **Arrival and Depature (by car):** | | | |
| *Date of Arrival* | *Time* | *Border* | *Plate Number* |
| Date |  |  |  |
| *Date of Depature* | *Time* | *Border* | *Plate Number* |
| Date |  |  |  |
| **Hotel/Accommodation:** | | | |
| *Name of Hotel* | *Misc. Accommodation* | *Address* | |
|  |  |  | |
| **Contact Person at Embassy/Permanent Mission:** | | | |
| *First Name* | *Last Name* | *Mobile Number* | *e-mail* |
|  |  |  |  |
| **Additional Information:** | | | |
|  | | | |