

	COURIER CERTIFICATE		RECURRING - YES <input type="checkbox"/> - NO <input type="checkbox"/> <i>(mark as applicable)</i>
	Certificate No:	Registry or Point of Control:	
	Date of Issue:		
	Expiry date:	Indicate highest level of classification authorized:	
This Courier Certificate has been issued by the Spanish Central Registry to be filled in and used by the competent authorizing security officer, according to Spanish NSA regulation NS/04 and the limitations indicated above. This Certificate shall be returned to the Central Registry Office once the expiry date has been reached even if it has not been used.			
CENTRAL REGISTRY OF SPAIN Avda. Padre Huidobro, s/n Autovía A-6, Km 8,5 28023 – MADRID (ESPAÑA) Tlf: +34 91 3725948 Fax: + 34 91 372 5808 e-mail: asip@areatec.com		Head of the Central Registry <i>(Official signature and stamp)</i> Full name:	

Approved by the Authorizing Security Officer:

Contract / Programme / Justification:	Identification of Security Officer/Relevant Officer who issues the consignment
	Name: Facility: Post: Telephone number:

The Authorizing Security Officer authorizes the Courier designated below to transport Classified Information up to CONFIDENTIAL / SECRET (delete as appropriate) level as detailed in the attached "Shipment Document and Final Declaration", issued by the Security Officer/Relevant Officer as identified above.

Personal details of the Courier (bearer)		Authorizing Security Officer
Full name		<i>(Official stamp and signature)</i> Full name:
Nationality		
Date of Birth		
Place of Birth		
Passport or Id Number		

When necessary, the attention of Customs Officers, Police, and/or Immigration Officers is drawn to the following:

1. The Classified Information comprising this consignment is classified in the security interests of the Kingdom of Spain and its allies and is protected by the Official Secrets Act 9/1968, amended by the 48/1978 Act, its Decree 242/1969, the Spanish NSA security laws and regulations and the security laws and regulations ratified by the Kingdom of Spain concerning International or Multinational Organizations.
2. The consignment shall only be inspected by properly authorised persons.
3. If an inspection of the consignment is deemed necessary, the following points should be complied with:
 - the inspection of the consignment is carried out 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 or packages of the consignment after having them closed again and by detailing in the Shipping Documents that the consignment has been opened.
4. Customs Officers, Police, and / or Immigration Officers of the country of origin or destination of the consignment, or countries to be crossed shall give assistance as necessary to assure the secure delivery of the consignment.

INSTRUCTIONS FOR THE COURIER

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 "Shipment Document and Final Declaration".

Before the transport takes place, you shall be briefed on your obligations regarding the transfer of classified consignments, and you shall sign the "**Briefing Declaration**" included below.

The following points are brought to your attention:

1. The person identified as the Courier (on page 1) is responsible for the consignment throughout the transport.
2. Throughout the entire transport, the consignment must in all circumstances, be kept in your personal custody unless it can be deposited in authorized places under secure conditions.

For safeguarding Classified Information during overnight stops, governmental facilities or industrial companies with the appropriate security clearance and authorisation may be used. .

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 permitted to deviate from the agreed route and travel schedule unless explicitly approved by authorised persons.
5. In cases of emergency, you shall take such measures as deemed necessary to protect the consignment.
6. You shall ensure that you have all the necessary personal travel Documents (travel tickets, currency, medical insurance certificates or other necessary certificates), and that your expatriation and identification Documents (passport, visa, ID card) are valid.
7. The consignment will only be handed over or delivered to authorised and identified personnel of the consignee.
8. In the event that Custom Officers, Police and/or Immigration Officers require access to the consignment, you shall provide them with your "**Courier Certificate**" and you shall request that this documentation be passed immediately to senior Customs officers, Police and/or Immigration Officers.

In the event that Customs Officers, Police, and/or Immigration Officers demand access to the contents of the consignment, this inspection must be carried out under the supervision of the Courier. The Security Officer responsible for the consignment must be informed.

9. Upon return from delivering the consignment, you are required to provide the issuing Security Officer with the "**Shipment Document and Final Declaration**" duly signed and sealed as a receipt for the consignment signed by the recipient or a duly authorized person, and to sign the "**Declaration by the Courier on Completion of the Carriage / Transport**".

BRIEFING DECLARATION

I have read and understood the above instructions. (City), _____, ___/___/20____.

I shall keep in my personal custody throughout the entire transport, except when custody has been transferred to an authorized place, the classified information (documents/material/equipment) which shall not be opened unless required by the Custom Authorities and with the necessary formalities.

Upon arrival, I shall hand over the classified information (documents/material/equipment) to the duly authorised recipient of the recipient company / organization against receipt.

Security Officer/Relevant Officer

Designated Courier as identified in page 1

(The Security Officer/Relevant Officer shall keep a copy of the Courier Certificate. At the end of each transport he will collect the original Courier Certificate. Once the validity of the Courier Certificate has expired, it shall be returned to the Authorizing Security Officer together with all the Shipment Documents and Final Declarations issued along with the Courier Certificate.)

Shipment Document and Final Declaration

Certificate Number	Shipment Number (for RECURRING transport only)

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

Consignor (Name, Address)			
Reference / Serial Numbers and Description: (Details of Shipment) <i>(Use additional pages as necessary)</i>			
	Number of necessary additional pages which have been added:		

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

Itinerary (Countries)	Country of Origin	
	Destination Country	
	Countries Crossed	
	Authorized Stops (Locations)	

Name / Passport Number of other persons accompanying the shipment		

AUTHORIZATION OF SHIPMENT by the relevant Security Officer <i>(To be signed on completion of the preceding sections and any necessary additional pages)</i>		
Date: _____	Full name: _____	Signature and Stamp
Time: _____	Facility: _____	
	Post: _____	

RECEIPT by the consignee / authorized person <i>(The Courier shall obtain the signature of the consignee / authorized person who assumes responsibility for the consignment)</i>		
Date: _____	Full name: _____	Signature and Stamp
Time: _____	Facility: _____	
	Post: _____	

FINAL DECLARATION ON COMPLETION OF THE CARRIAGE / TRANSPORT

I declare in good faith that, during the carriage / transport with shipment number: _____, covered by the Courier Certificate number: _____, I am not aware of any occurrence or action, by myself or by others that could have resulted in the compromise of the contents of the consignment, except as otherwise indicated in the comments below.

I hereby handover this Shipment Document and Final Declaration as a **Receipt of Delivery to the Recipient**

REMARKS

(Detailed description by the authorized Courier of any relevant incidents which took place during the transport)

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Security Officer/Relevant Officer
(Signature)
Date: ___/___/___ Full name: _____

The Courier (bearer)
(Signature)
Date: ___/___/___ Full name: _____

