

## Passenger Locator Form Exemptions – Q&A

### When will the amended legislation come into force?

- The amended legislation came into force in England on 7<sup>th</sup> July, and in Wales, Scotland and Northern Ireland on 10<sup>th</sup> July.

### What has changed?

- Pilots and cabin crew who do not come into contact with passengers in the course of a journey to the UK (England, Wales, Scotland and Northern Ireland) are no longer required to complete the passenger locator form.
- This applies where they have travelled only:
  - on an aircraft which does not carry passengers; or
  - in an area of the aircraft which is not accessible to passengers.
- These measures are subject to constant review, including careful consideration of potential ways to help the travel sector and support the UK's roadmap to recovery. We have already made improvements to the form and we welcome your continued engagement and feedback.

### Who still needs to fill in the form?

- Pilots and cabin crew who enter the cabin during the journey should still complete the form before the journey. This is because they may:
  - come within 2 metres of passengers, or
  - touch surfaces (eg when cleaning toilets, common areas in the aircraft) that passengers use
- These are the main causes of transmission of the virus, therefore it is important we can still contact these crew members if they may have been exposed to the virus (eg if a passenger is identified).
- The quickest way to get in touch with crew is if we already have their details, which is why we are still requesting that such crew complete the form.

### I am travelling from an International Travel Corridors (ITC) Country. Do I still need to complete the form?

- If you are arriving from an ITC country, you still need to complete the passenger locator form, unless you are exempt from this requirement by virtue of one of the [exemptions](#).

### Can I fill in multiple journeys at a time?

- The passenger locator form can be completed with the details of multiple journeys, up to 48 hours in advance.

### **What about crew who arrive but do not pass border control?**

- Crew who arrive in the UK but do not enter the UK (do not pass border control) are still required to complete the form, unless they are exempt.
- Crew are exempt if they travel in a part of the aircraft which is not accessible to passengers, or if they only go in areas where passengers stay in their vehicles.

### **Changes of situation:**

**What happens if I was not expecting to come into contact with passengers but then I did?**

**What happens if I unexpectedly had to enter a part of the aircraft which is accessible to passengers?**

- If your role does not usually involve coming into contact with passengers, and you reasonably believe you will not come into contact with passengers during the journey, you do not need to complete the form in advance. If you unexpectedly enter a passenger area, you should complete a passenger locator form on arrival.

### **How should I decide if I need to fill in the form?**

- If your role does not usually involve coming into contact with passengers, and you reasonably believe you will not come into contact with passengers during the journey (whilst onboard), you do not need to complete the form.

**The only toilets I can use are ones that passengers also use. Will I be held criminally liable for not completing the form if I go to the toilet?**

- If you need to access a part of the aircraft that is accessible to passengers, you can do so. If you would usually expect to have to use a passenger toilet or other passenger accessible area during a journey, you should complete the passenger locator form in advance. If you usually do not go in passenger areas but you unexpectedly have to do so, you should complete a passenger locator form on arrival.

### **What about coming into contact with passengers in the terminal?**

- The passenger locator form is designed to assist with contact tracing of passengers travelling on particular vessels. Therefore if you do not come into contact with passengers whilst onboard, you do not have to complete the form, regardless of whether you come into contact with passengers in the terminal or on the journey to or from the airport.

### **If cabin crew enter the cockpit, do the pilots need to complete the form?**

- No. Pilots or other crew who remain in the cockpit for the whole journey whilst passengers are on board do not need to fill in the form, even if another crew member enters the cockpit. This is because the risk of transmission is higher between primary

contacts (eg the risk of transmission between passengers and cabin crew) than secondary contacts (eg the risk of transmission between passengers and cabin crew and then further transmission from cabin crew to pilots).

### **What is defined as a passenger?**

- Passenger has the normal meaning of the word.

### **What is the medical/scientific justification for exempting transport workers from the passenger locator form?**

- As the UK moves to a situation where domestic transmission is much lower, imported cases could become a higher proportion of the overall number of infections. It is important that we have measures at the border to control the risk of imported cases.
- Requiring arrivals to submit their information in advance ensures that we can contact people quickly if they may have come into contact with someone who has the virus during the journey
- There is less justification for contacting people who do not come into contact with passengers, as they will not be at risk of transmission from other passengers
- If crew members themselves get sick whilst they are in the UK, they should follow the guidance on gov.uk. This will help to contact passengers they may have been in touch with to ensure they get tested

### **What is the requirement?**

- The Passenger Locator form is now available and can be found [here](#). People can complete it up to 48 hours in advance of travel to the UK (England, Wales, Scotland and Northern Ireland). Since 8 June, it is needed for travel into the UK (England, Wales, Scotland and Northern Ireland) from outside of the common travel area.
- The Passenger Locator Form measure applies to all four nations in the UK – England, Wales, Scotland and Northern Ireland and came into force for all four nations on 8 June.

### **When do people need to fill in this form?**

- From 8 June, it is mandatory for all passengers to complete it on arrival in the UK (England, Wales, Scotland and Northern Ireland). This can be filled out up to 48 hours prior to travelling to the UK (England, Wales, Scotland and Northern Ireland), this will help speed up the process.

### **Is it mandatory?**

- Yes. Border Force officers will undertake spot checks at the border. Fixed penalty notices may be issued for breach of these regulations. In England, if passengers refuse to complete, or do not accurately complete a contact Passenger Locator form, the fixed penalty notice is £100 for the first offence, and this may be doubled for each subsequent offence up to a maximum of £3,200.
- In Wales, if passengers refuse to complete, or do not accurately complete a Passenger Locator form, the fixed penalty notice is £60, for the first offence (although

may be reduced to £30 if paid within 14 days) and will double for each subsequent offence up to a maximum £1920.

- In Scotland, if passengers refuse to complete, or do not accurately complete a Passenger Locator form, the fixed penalty notice is £60, for the first offence rising on an incremental scale to £480. rising on an incremental scale to £480.
- In Northern Ireland, if passengers refuse to complete, or do not accurately complete a Passenger Locator form, the fixed penalty notice is issued as follows;
  - in the case of the first fixed penalty notice issued in respect of an information offence, £60;
  - in the case of the second fixed penalty notice issued in respect of an information offence, £120;
  - in the case of the third fixed penalty notice issued in respect of an information offence, £240;
  - in the case of the fourth fixed penalty notice issued in respect of an information offence, £480;
  - in the case of the fifth and subsequent fixed penalty notices issued in respect of an information offence, £960.

#### **Any exemptions for the contact form?**

- A full list of exemptions and further guidance on exemptions for England and Northern Ireland can be found [here](#).
- A full list of exemptions and further guidance on exemptions for Wales be found [here](#).
- A full list of exemptions and further guidance on exemptions for Scotland can be found [here](#).

#### **What information will this form collect?**

- The forms will collect information such as contact details, your travel plans and address while in the UK, and the vessel details (e.g. flight number) you travelled to the UK on and your passport number so that if you come into contact with someone who has coronavirus in the UK or whilst travelling you can be quickly identified.

#### **Will people be contacted after filling in this form?**

- People will be contacted as part of the contact tracing to prevent the spread of coronavirus if they have come into contact with someone who has symptoms of coronavirus. Their flight details would also be used if they developed symptoms of coronavirus to help inform and protect others. Their details may also be used to check that they are self-isolating in their accommodation for the first 14 days they are in the UK.

#### **What happens to the data provided on these forms?**

- The information provided will be made available to Public Health England (and the Public Health Agency of Northern Ireland, Public Health Wales and Health Protection Scotland as appropriate) in case it is necessary to engage with any arriving persons, for example if we have reason to believe they have been in contact

with someone who has tested positive for Covid-19; or if somebody develops symptoms within 14 days of arrival and we need to contact those on the same flight/train/vessel. Their details may also be used to check that they are self-isolating in their accommodation for the first 14 days they are in the UK.

**How can crew fill in the passenger locator form when they won't have a booking reference or an address if going back and forth?**

- We appreciate that some parts of the form will be less relevant to crew. For example, air crew arriving in the UK on a short-haul flight who turn around airside and do not pass border control will not be able to specify an address in the UK. The form allows you to skip filling in an address if it is not relevant. If there are other parts of the form that are not relevant for crew they may write "not applicable". Crew will not be held liable for not completing information they do not have.

**Can you inform us of the specification of the tablet and the plinth, so we can start to plan installation of power and social distancing measures?**

- Regional Border Force teams will be in touch regarding logistics of installation at your airports.

**Will check-in staff be required to process information on the contact locator form?**

- No. Check-in staff are not responsible for, or expected to fill out, the form for passengers, simply to remind passengers. Passengers are responsible for ensuring the form is filled out.
- Whilst carriers and transport operators do not have a role in processing the passenger locator form itself, and passengers are still permitted to travel if it is not completed, we would request that carriers and transport operators at check-in stage:
  - ask passengers to check whether they have completed the contract locator form;
  - ask passengers whether they hold the electronic receipt as proof of completion; and
  - remind passengers who have not completed it that it is a requirement at the UK border.

**Are airlines required to provide paper forms to passengers?**

- No. The form is online, therefore there are no paper forms ahead of travel. Paper copies will be available at the UK border as a last resort if necessary.
- We request that carriers and transport operators ask to see passengers' electronic form from filling in the passenger locator form at several points throughout the passenger journey and if not completed, remind passengers to do so before entering the UK.

**What is the process of Border Force checking the form at e-gates?**

- Border Force will be conducting spot checks at various places in the passenger arrival process.

**What percentage of spot checks will Border Force be carrying out?**

- For security reasons we cannot disclose this information.

**So for clarity people will be able to enter the border without having their form checked?**

- Border Force will be conducting spot checks at all active ports based on an assessment of the level of risk of that location. All travellers will be liable to be subject to a spot check.

**Do airports need to provide the tablets in border control area for passengers who has not filled in the Passenger Locator form?**

- No. Border Force will be providing the IT equipment.

**What about loadmasters, people carried on the flight deck, people who are attending training etc?**

- If you are travelling as a passenger in a part of the aircraft that is accessible to other passengers, you must complete a passenger locator form before you fly.

**Do I still need to complete the form if I am.....?**

**Flying to the UK as a passenger in the course of my work**

**Positioning to the UK/commuting/attending training in the UK...etc**

**Flying a light aircraft/private aircraft/business jet.... under VFR/IFR....**

- If you are travelling as a passenger in a part of the aircraft that is accessible to (not physically separated from) other passengers, you must complete a passenger locator form before you fly.