



**CUNARD**

# Guide to completing the Passenger Locator Form (PLF).

International guests  
(Non-UK residents)

Arriving in the UK and staying more than 24 hours prior to embarkation in Southampton?

If you are...



International guest.



Arriving in the UK.



Staying in the UK more than 24 hours before embarkation.

You will need to...



Book a Day Two Covid-19 test **before** completing a PLF.

+



Complete the UK PLF 48 hours **before** arrival in the UK.

## Who needs to complete a Passenger Locator Form (PLF)?

- ◆ Every adult guest travelling to the UK.
- ◆ Any children travelling will need to be added on to one adult's form.

## When must I complete the PLF?

Your Passenger Locator Form (PLF) must be completed from 48 hours before arrival into the UK. Please note you will also need to complete a PLF for your voyage – please refer to the guide for **UK residents and all non-UK resident international guests disembarking in the UK**.

## How do I access the form?

You can access the form here at [www.gov.uk/provide-journey-contact-details-before-travel-uk](https://www.gov.uk/provide-journey-contact-details-before-travel-uk) from any internet-enabled device. You will need to register some personal details and provide the booking reference for your Day Two Covid-19 test [www.gov.uk/find-travel-test-provider](https://www.gov.uk/find-travel-test-provider).

## What information do I need to provide?

- ◆ **Passport information** – including passport number or your travel document information you'll use when you arrive at the UK border.
- ◆ **Contact details** – email address and phone number.
- ◆ **Travel details** – including dates and times of the ports you will visit.
- ◆ **Booking reference** – of the Day Two Covid-19 test you must book and take after arriving in the UK.
- ◆ **Vaccination status** – proof of vaccination status and where you were vaccinated.
- ◆ **Names of your travelling party** – each adult must complete their own form; only add details for anyone travelling with you under 18 years old, or 16 years old for Scotland.

## I am still having some problems completing my PLF – what can I do?

The UK government has set up a helpline to call if you're having trouble filling in your PLF:

- ◆ From the UK, call **0800 678 1767**  
(Monday to Friday, 9am to 5pm) free of charge.
- ◆ From outside the UK, call **0044 207 113 0371**  
(Monday to Friday, 9am to 5pm) – call charges depend on your network provider.

Please see our guide below for more details.

## How do I complete the PLF?

Personal information	
Your primary phone number	Enter your main contact number.
How can we contact you when you are in the UK?	Select from 'I can be contacted by phone call and text message (SMS)' or 'I can be contacted by phone call' or 'I can be contacted by text message (SMS).'
Given name(s)	Enter your given name as per your name on your passport or travel document.
Family name / Surname	Enter your family name as per the name on your passport or travel document.
What is your sex?	Select from Male, Female or Prefer not to say.
Date of birth	Enter your date of birth.
Is your home address in the UK?	If you live in the UK, select 'Yes' If you do not live in the UK, select 'No'
Home address	If you do not live in the UK, enter your home address manually.

Passport and travel document details	
Passport number or travel document reference number	Enter your own passport number or travel document reference number
Country of issue	On your passport or travel document this could also be referred to as 'issuing authority' or 'place of issue'. Start typing the country of issue and select the county from the drop down menu.
Expiry date	Enter your passport number or travel document reference expiry date.

Personal information	
Do you meet the Covid-19 vaccination eligibility criteria for reduced isolation and testing requirements?	<p>Please read the 'Vaccination eligibility' information when you are on the section 'Your Covid-19 vaccination status'.</p> <p>Select 'Yes' if you meet the eligibility criteria. 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.</p> <p>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'. If you select 'No/Prefer not to say' please note you will be required to self-isolate for 10 days and to purchase a Day 2 and 8 test upon arrival in the UK.</p>

Personal information

Have you been fully vaccinated from Covid-19?	Select 'Yes' only if you have been fully vaccinated.
Which country did you receive your Covid-19 vaccination(s) in?	Start typing the country you received your vaccination and select the country from the drop down menu.
Do you have a QR code that you can use to verify your vaccination status?	<p>In this section, you need to upload proof of your vaccination. Select 'Yes' if you have a QR code (under the 'Verify your vaccination status' section). Here you will be able to either scan the QR code or attach a file or screenshot containing the QR code. This can be found on the EU Digital Covid Certificate, the CDC card showing you've had a full course of an FDA-approved vaccine in the USA plus proof that you are a resident of the USA or other official vaccination certificates.</p> <p>Select 'No' if you do not have a QR code. You will need to have a printed copy of an official vaccination certificate issued by your local Health Authority.</p>

Travel information

What are your travel plans?

Select 'Stay in the UK' (under 'Your travel plans' section) if you are a (non-UK resident) international guest and staying in the UK for more than 24 hours before embarking the ship at Southampton Docks.

The screenshot shows the 'Passenger Locator form' on the GOV.UK website. It is on step 1 of 3: 'Form', 'Declaration', and 'Download and print'. A 'Back' link is visible. The section is titled 'Your travel plans' and asks 'What are your travel plans? I plan to:'. There are three radio button options:
 

- Stay in the UK
- Travel to the UK more than once within 48 hours, for example as a haulier or crew member
- Change flights in the UK within 24 hours, without going through UK border control

 At the bottom, there are two buttons: 'Save and continue' (in green) and 'Cancel' (in grey).

Travel information

Where will you arrive in the UK?

Enter the airport or train station by typing the name and it will appear in the drop down menu to select.

What country are you travelling from?

Enter the international country you are travelling from to arrive in the UK.

Which company are you travelling with?

Type the name of your airline, train or coach company and it will appear in the drop down menu to select. By selecting an airline, train or coach company, this will only allow you to complete the form from 48 hours before arrival in to the UK.

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

Enter the flight, train or coach number.

The screenshot shows the 'Passenger Locator form' on the GOV.UK website. The form is titled 'Details of your arrival in the UK' and includes the following fields and options:

- Where will you arrive in the UK?** For example, London Heathrow Airport (LHR). The input field contains 'Southampton Docks'.
- What country are you travelling from?** If you are only travelling within the UK or the [Common Travel Area](#) you do not need to complete a PLF. The input field contains 'Spain'.
- Which company are you travelling with?** For example, British Airways. The input field contains 'Cunard'. Below the field is a link: [The company I am travelling with is not listed](#).
- What is the flight number, train number or ship name that you will arrive on?** The input field contains 'Queen Elizabeth'.

At the bottom of the form, there are two buttons: 'Save and continue' (in green) and 'Cancel' (in grey).

Your dates of travel

When do you plan to arrive in the UK?

Enter the date and time of when you are planned to arrive in the UK.

If the date of arrival is more than 48 hours before you arrive in the UK, you will not be able to complete and submit the form.

When do you plan to leave the UK?  
(optional)

This is optional and does not need to be completed.

**GOV.UK** Passenger Locator form

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### Your dates of travel

When do you plan to arrive in the UK?

Day Month Year  
30 12 2021

What time will you arrive?

Hour Minute  
08 00

When do you plan to leave the UK? (optional)

Day Month Year  
DD MM YYYY

[Save and continue](#)

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### Your dates of travel

**Review your answers:**

- you cannot complete this form until 48 hours before you arrive in the UK

You cannot complete this form until 48 hours before you arrive in the UK

When do you plan to arrive in the UK?

Day Month Year  
05 12 2021

What time will you arrive?

Hour Minute  
08 00

When do you plan to leave the UK? (optional)

Day Month Year  
DD MM YYYY

[Save and continue](#)

People you are travelling with

Are you travelling to the UK with anyone under 18 years old that you are including on this form?

Select 'No' if you are not including anyone under 18 years on this form (under the 'Minors you are travelling with' section).

Select 'Yes' if you are including anyone under 18 years on this form. You will need to enter the given name, family name, relationship to you and the date of birth of additional minors you are travelling with.

Travel information

Which countries have you been in, or will you be in, for the 10 days before coming to the UK?

Enter all the countries that you have visited 10 days before arriving and disembarking at Southampton. Please refer to your voyage itinerary for the countries that you have visited and when.

Have you visited, or will you visit, any other countries or islands in the 10 days before coming to the UK?

Enter all the countries that you have visited 10 days before arriving and disembarking at Southampton (under the 'Any other countries or islands' section). Please refer to your voyage itinerary for the countries that you have visited and when.

Do you have an address for where you will stay during your first 10 days in the UK?

If you are a UK resident or a (non-UK resident) international guests who plans to stay in the UK for more than 10 days after disembarking at Southampton, select 'Yes' (under the 'Where will you stay in the UK' section). You will need to provide further details of where you'll be staying. As a UK resident, ignore the departure date field.

Are you required to book a Covid-19 test package for when you arrive in the UK?

All UK residents and (non-UK resident) international guests staying in the UK for more than 24 hours must book and take a Day Two test on arrival in the UK.

You will need a 'test package booking reference' as confirmation of your booked test. If you have not booked your Day Two test, you will need to do it before completing the rest of the Passenger Locator Form.

Note: Booking a Day Two test can take up to 30 mins.

All UK residents and (non-UK resident) international guests staying in the UK for more than 24 hours must select 'Yes' (under the 'Testing after you arrive in the UK' section).

Enter a valid test package booking reference. Only recognised and valid references are permitted and will allow you to 'save and continue' completing the form.

Note: If the form does not recognise the test package booking reference, please contact the provider of your test. Only they will be able to assist.

The screenshot shows the 'Passenger Locator form' on the GOV.UK website. The current step is '1. Form', with sub-sections for 'Declaration' and 'Download and print'. A 'Back' button is visible. The main heading is 'Testing after you arrive in the UK'. Below this, it states: 'You must book a coronavirus (COVID-19) test package for when you arrive in the UK. After 04:00 Tuesday 30 November 2021 Lateral Flow Tests will no longer be accepted and all travellers arriving into UK will be required to book and take COVID-19 PCR Tests. Check what tests you need to take, and the self-isolation requirements:'. A list of links is provided: 'If you're travelling to England', 'If you're travelling to Scotland', 'If you're travelling to Wales', and 'If you're travelling to Northern Ireland'. A note mentions exemptions: 'There may be another specific reason why you are exempt from testing or have bespoke testing arrangements. You can check if you are exempt from having to book coronavirus test for when you arrive in the UK.' The question 'Are you required to book a COVID-19 test package for when you arrive in the UK?' is followed by two radio buttons: 'Yes' (which is selected) and 'No, I am exempt'. Below this is a text input field for 'Your test package booking reference' containing the value 'CT122334455'. A green 'Save and continue' button is at the bottom.

## Declaration

### Send me a PDF by email.

We advise all guests to select 'send me a PDF by email' and print a copy.

### I declare that:

To finish, you'll be asked to confirm the information you've provided is correct.

### I understand when I travel I must bring proof of:

You will also need to click that you understand that you must have proof of being fully vaccinated.

### Submit

Once you have reviewed all your answers, and are happy with the form, please submit the form.

Once you've submitted the form, you'll get a QR code via email. Keep this handy as you'll need to show this to UK Border Force as you disembark at Southampton. It is your responsibility to ensure that you are compliant with the UK Government's requirements. We recommend that you download and print the completed form and QR code.

The screenshot shows the 'Declaration' section of the 'Passenger Locator form' on the GOV.UK website. The page has a dark header with the GOV.UK logo and the form title. Below the header, there are three steps: '1. Form', '2. Declaration' (which is highlighted), and '3. Download and print'. A 'Back' button is visible. The main heading is 'Declaration'. Below it, there is a paragraph explaining that users can choose to receive a PDF by email. There are three main sections with checkboxes: 'Send me a PDF by email', 'I declare that:' (with two bullet points), and 'I understand when I travel I must bring proof of:' (with two bullet points). At the bottom, there is a 'Submit' button and a note about updating information.

**GOV.UK** Passenger Locator form

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### Declaration

Select the following box if you would like to receive a copy of this completed form as a PDF file by email. If you do not select this, you can still download the form at the end.

Send me a PDF by email

I declare that:

- The information I have entered in this form is correct
- I understand it could be a criminal offence to provide false details and I may be prosecuted

I understand when I travel I must bring proof of:

- my negative coronavirus (COVID-19) test result if I am travelling from a red list country or island, or do not qualify as fully vaccinated, [unless I am exempt](#)
- my COVID-19 vaccination status if I meet the [eligibility criteria](#). My proof of vaccination status (if declared) contains my full name, date of birth, vaccine brand and manufacturer, the dates for all my vaccination doses and the country of vaccination and/or certificate issuer

If any of your information changes once you have submitted your form, such as travel details or contact information, you must complete a new form.

**Submit**