



CUNARD

Guide to completing the Passenger Locator Form (PLF).

UK residents and all international guests (non-UK residents)

Arriving back into Southampton and staying in the UK for more than 24 hours?

If you are...



UK Resident embarking at Southampton.



Going on an international voyage.



Returning home to the UK.

If you are...



International guest embarking at Southampton.



Going on an international voyage.



Returning and staying in the UK for more than 24 hours.

You will need to...



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



Complete the UK PLF up to 21 days **before** arrival in the UK.

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

- ◆ Every adult guest travelling and disembarking in 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 no more than 21 days before disembarking the ship in the UK. Please note cruise ship guests can complete the form up to 21 days prior to arrival into the UK, please disregard the message which says it can only be completed 48 hours before arrival.

How do I access the form?

You can access the form here at 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).

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.
- ◆ **Vaccination status** – proof of vaccination status and where you were vaccinated.
- ◆ **Address** – the address where you will stay in the UK (if applicable).
- ◆ **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.
- ◆ **Booking reference** – of the day two Covid-19 test you must book before completing your PLF and take after arriving in the UK.

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 live in the UK, enter your postcode and select your home address from the drop down list. 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 NHS app or other official vaccination certificates issued by your local Health Authority.</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' if (under 'Your travel plans' section):

A: you are a UK resident.

Or

B: you are a (non-UK resident) international guest and staying in the UK for more than 24 hours after disembarkation.

The screenshot shows the 'Passenger Locator form' on the GOV.UK website. It is on step 1 of 3: '1. Form', with '2. Declaration' and '3. Download and print' as subsequent steps. A 'Back' link is visible. The section is titled 'Your travel plans' and asks 'What are your travel plans?'. Below this, it says 'I plan to:' and lists 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 of the form, there are two buttons: 'Save and continue' (in green) and 'Cancel' (in grey).

Travel information

Where will you arrive in the UK?

Enter 'Southampton Docks' by typing Southampton and it will appear in the drop down menu to select.

What country are you travelling from?

Enter the last international country you visited during your voyage before arriving back into Southampton.

Which company are you travelling with?

Type Cunard and it will appear in the drop down menu to select. By selecting Cunard, this will allow you to complete the form up to 21 days before arrival in to the UK.

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

Type either Queen Elizabeth, Queen Mary 2 or Queen Victoria.

GOV.UK Passenger Locator form

1. Form 2. Declaration 3. Download and print

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Details of your arrival in the UK

Where will you arrive in the UK?
For example, London Heathrow Airport (LHR)

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

Which company are you travelling with?
For example, British Airways

[The company I am travelling with is not listed](#)

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

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 disembarkation at Southampton is more than 21 days 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. However, if you wish to provide information, note the following:

- ◆ If you are a UK resident please leave it blank.
- ◆ If you are returning to your home country more than 24 hours after disembarkation, enter the date.

GOV.UK Passenger Locator form

1. Form 2. Declaration 3. Download and print

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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

GOV.UK Passenger Locator form

1. Form 2. Declaration 3. Download and print

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Your dates of travel

Review your answers:

- you can complete this form up to 21 days before you arrive in the UK

You can complete this form up to 21 days before you arrive in the UK

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

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 section is 'Testing after you arrive in the UK'. It includes instructions about booking a COVID-19 test package and lists exemptions for England, Scotland, Wales, and Northern Ireland. A question asks 'Are you required to book a COVID-19 test package for when you arrive in the UK?' with radio buttons for 'Yes' (selected) and 'No, I am exempt'. Below this is a text input field for 'Your test package booking reference' containing the value 'CT122334455'. At the bottom of the form, there is a green 'Save and continue' button.

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' step of the 'Passenger Locator form' on the GOV.UK website. The page has a breadcrumb trail: '1. Form', '2. Declaration', and '3. Download and print'. A 'Back' link is visible. The main heading is 'Declaration'. Below it, there is a paragraph: '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.' This is followed by a checkbox labeled 'Send me a PDF by email'. Below that is the section 'I declare that:' with two bullet points: 'The information I have entered in this form is correct' and 'I understand it could be a criminal offence to provide false details and I may be prosecuted'. There is another checkbox labeled 'I understand when I travel I must bring proof of:' with two bullet points: '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' and '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'. At the bottom, there is a note: '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.' and a green 'Submit' button.