



UK Passenger Locator Form (PLF) User Guide

Please see this guide below, that uses example responses on the actual UK government form, to help you complete the required UK PLF. You can access the form via www.gov.uk/provide-journey-contact-details-before-travel-uk or via the QR Code.

Personal information

Your primary phone number +44 7700000000

How can we contact you when you are in the UK? Phone call and text message (SMS)

Given name(s) John

Family name / Surname Smith As shown in you in your passport or travel document

What is your sex? Male

Date of birth 18/11/1987

Is your home address in the UK? Yes

Home address 24 Anyroad Road, Southampton SO50 This is where you will be asked to enter your postcode and select your address from the list

Passport and travel document details

Country of Issue British Citizen (GBR) Start typing for drop down

Passport number or travel document reference number 1234567890

Expiry date 08/02/2030

Accomodation in the UK

What are your travel plans? Stay in the UK There are two main options:
1. 'Stay in the UK' if you are UK resident or staying in the country longer than 24 hours
or
2. 'Change flights in the UK within 24 hours, without going through UK border control' - if in transit on board or leaving the UK.

Where will you arrive in the UK? Southampton Docks Please select your regional airport if you are returning to the UK on a fly-cruise

What country are you travelling from? Spain This is the last country you visit in your itinerary

Which company are you travelling with? P&O Cruises This must be P&O Cruises and not P&O

What is the flight number, train number or ship name that you will arrive on? Ventura If travelling to Southampton Docks. select the ship you are disembarking. If you are flying please add the flight number

When do you plan to arrive in the UK? 14/10/21

What time will you arrive? 08:00

Travel information

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

Have you visited, or will you visit, any islands in this country during the 10 days before you arrive in the UK? Yes

Enter the first island name Tenerife (Spain) - Canary Islands

If you answer yes please complete next question. If you answer no, go straight to arrival date

Have you visited, or will you visit, the mainland of this country? Yes

If you answer no, go straight to vaccination status

Arrival date 08/10/2021

Departure date 08/10/2021

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

Have you visited, or will you visit, any islands in this country during the 10 days before you arrive in the UK? Yes

Enter the first island name Lanzarote (Spain) - Canary Islands

If you answer yes please complete next question. If you answer no, go straight to arrival date

Have you visited, or will you visit, the mainland of this country? Yes

Arrival date 09/10/2021

Departure date 09/10/2021

Personal information

Do you meet the COVID-19 vaccination eligibility criteria for reduced isolation and testing requirements? Yes

Have you been fully vaccinated from COVID-19? Yes

Which country did you receive your COVID-19 vaccination(s) in? England (United Kingdom of Great Britain and Northern Ireland)

Start typing for drop down

Do you have a QR code that you can use to verify your vaccination status? Yes

How would you like to provide proof of your vaccination status? Scan a QR code

You have two options
1. Scan a QR code or
2. Attach a file or screenshot containing a QR code

Have you provided proof of your vaccination status? Yes

Minors you are travelling with

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

Other travellers

Given name(s) Holly
Family name / Surname Smith
Relationship to you Child
Date of birth 10/03/2005

Is the person you are including 12 to 17 years old, or 12 to 15 years old if you are entering Scotland? Yes

If answering yes, passport details need to be added

Are you travelling to the UK with anyone else under 18 years old? No

Travel information

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

You provided the following address as your residential address. Do you plan on staying at this address? No

If you answered yes, go straight to arrival date

24 Anyroad Road, Southampton SO50

Who are you planning to stay with in the UK? Friends (Mr & Mrs Jones)

What address will you stay at for your first 10 days in the UK? 34 Another Road, Southampton SO50

When will you arrive there 14/10/21

When will you leave there 16/10/21

You provided the following address as your residential address. Do you plan on staying at this address? No

24 Anyroad Road, Southampton SO50

Who are you planning to stay with in the UK? Mr & Mrs Jones

What address will you stay at for your first 10 days in the UK? 44 Another Road, Southampton SO50

When will you arrive there 16/10/2021

When will you leave there 24/10/2021

You will only be asked to complete this information if you are staying at multiple address on your return to the UK

Vaccination Status

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

This test must be booked prior to departure

Your test package booking reference REGEN0123456789

Q&As

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 <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 (<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 antigen test you must book and take after arriving in the UK.
- 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 .

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.
