Overseas Travel
Safety and Security Checklist

International travelers should take careful measures to ensure personal safety and security, as well as any business information in your possession. **Use this checklist before each trip.**

Travel Documents / Credentials

- [ ] **Passport** - Is it valid? (Should not expire for at least six months after your scheduled return.)
- [ ] **Visas** - Will you need entry / exit visas for any of the countries you plan to visit?
- [ ] **Trusted Traveler Credentials** - Global Entry / NEXUS / SENTRI / APEC BTC
- [ ] **Int'l Driving Permit + Driver's License** - If you plan on renting a car abroad, an international driving permit will likely be needed along with your regular driver's license. Visit the nearest AAA office.
- [ ] **Document Copies** - Photocopy passport, visa(s), insurance card, credit card(s), international driving permit + driver's license, tickets and other personal documents. Leave copies with trusted individual at home. Keep a copy for yourself carried separate from the originals (not in your carry on or checked luggage).
- [ ] **Document Scans** - Scan important travel documents and email them to yourself.
- [ ] **Traveling w/ Children?** - If other than your own, carry documentation proving your right to accompany them (e.g. a consent letter or court order) and to allow them to be medically treated by a hospital.
- [ ] **Passport Control Mobile App** - Enables U.S. citizens and Canadian visitors to expedite entry into the U.S. by submitting passport info & answers to CBP inspection-related questions prior to inspection. (Google Play Store | Apple iTunes)

Destination Information

Research entry/exit requirements, assess the risks of travel to your destination, laws, local customs, etc. Check multiple sources as information and threat assessments often vary.

- [ ] **U.S. Dept. of State Country Information** - http://travel.state.gov/destination
- [ ] **U.S. Dept. of State OSAC Crime & Safety Reports** - https://osac.gov/Pages/ContentReports.aspx
- [ ] **UK Foreign and Commonwealth Office** - https://www.gov.uk/foreign-travel-advice
- [ ] **Canada Global Affairs** - https://travel.gc.ca/travelling/advisories
- [ ] **Australian Dept. of Foreign Affairs** - http://smartraveller.gov.au/Pages/default.aspx

- [ ] **Embassy & Consulate Contact Information** - Write it down for each country you will be visiting and carry it with you. Also enter this information into your mobile device for quick access.
Global List: https://www.usembassy.gov
- [ ] **Police / Emergency Services Numbers** (911, 112, 113, etc..) - Write this information down for each country you will be visiting. Also enter this data into your mobile device for quick access.

- [ ] **Offline Maps -** Offline maps can be a life saver if you find yourself without access to cellular data while abroad. Google allows you to download maps to both Apple and Android devices for use offline. Full apps are also available in the iTunes and Google Play stores.

- [ ] **Check Entrance/Exit Fees -** Many countries require travelers to pay in order to enter or leave the country. These fees are NOT included in the price of your airline ticket, and can range from $25 to $200.

Medical / Health Risks

Research the health risks associated with your destination, as well as mitigation strategies, vaccinations, etc..

- **CDC Traveler Destination Information** - https://wwwnc.cdc.gov/travel/notices
- **CDC Travel Health Notices** - https://wwwnc.cdc.gov/travel/notices
- **WHO Country Health Profiles** - http://www.who.int/countries/en/
- **Vaccinations -** If you are headed into less developed nations, it is crucial that you visit the CDC destination portal above to determine if vaccinations are recommended. If so, it is best to get them out of the way quickly as some require multiple doses administered over days, weeks or even months. Examples include Hep A/B, Typhoid Oral, Yellow Fever and Japanese B Encephalitis.
- **Anti-Malarial Medication** - Malaria transmission occurs in more than 100 countries, including large areas of Africa and Asia, parts of Central and S. America, the Caribbean, the Middle East, and beyond. If your destination is in a malaria transmission area, contact your doctor. Check the CDC Malaria Maps. https://www.cdc.gov/malaria/travelers/about_maps.html
- **Yellow Fever Card** - Many countries require a traveler, even if only in transit, to have a valid International Certificate of Vaccination or Prophylaxis (ICVP), also known as a *Yellow Card*, to prove that you have had yellow fever vaccine. if he or she has been in a country with risk of yellow fever transmission (Sub-Saharin and Central Africa, most of S. America). Check the CDC Yellow Fever Maps: https://www.cdc.gov/yellowfever/maps/index.html
- **Travel / Medical Evac / Security Extraction Insurance** - Your backup plan in an uncertain world. Companies such a Global Rescue and Ripcord Rescue combine premium travel insurance with medical evacuation and /or security extraction coverage for when things really go sideways.

Useful CDC Travel Applications for Mobile Devices:

- **TravWell** - Authoritative CDC destination-specific information on vaccine recommendations, checklists, customizable healthy travel packing list, keep a record of your medications and immunizations, emergency services phone numbers for every destination, etc. No data connection required. (Google Play Store | Apple iTunes)
- **CDC Yellow Book** - Authoritative CDC destination-specific information on pre-travel vaccinations and preventative care guidelines, reference maps, tables, and more. Published every two years. (Google Play Store | Apple iTunes)

Banking / Financial

- **Notify Your Bank and Credit Card Provider** - ** This is very important.** Let them know you will be out of the country and the locations you are visiting. Failure to do so will likely result in a lockout of your account and cards if you attempt to use them while abroad.
- **Upgrade Credit / Debit Cards** - Do your cards have chips? If not, you may not be able to use them while abroad
- **Check on International Use Charges** - They can add up fast!
- **Monitor Foreign Exchange Rates** - Have an idea of the conversion rates as this can dramatically impact what you are paying for goods and services. Keep all of your receipts!
- **Set Up Accounts for Use Online or Via Your Mobile Device** - This will make is easy to monitor transactions and unauthorized charges. **Do as much as possible on your mobile device and avoid unsecure WiFi connections (such as in your hotel, coffee shops, etc..).**
- **Copies of Account Info** - Write down your credit / debit card numbers, as well as institution contact phone numbers (incl non-800 numbers). Swap blocks of numbers as a form of code and keep somewhere safe. In the event of loss or theft, you will have the info needed to quickly lock everything down.

Electronics and Mobile Devices

The laws of most countries permit monitoring, retention and analysis of all data that traverses their communication networks, including Internet browsing, email messages, telephone calls and fax transmissions.

The laws of all countries permit border police to seize electronic devices, including mobile phones and computers, from any passenger they wish arriving via land, sea or air, and then download and scour their data. In some countries, withholding your password is a criminal offense.

You should have no reasonable expectation of privacy in most foreign countries.

- [ ] **Consider Laptop / Phone Rentals, "Burners" or Company-Owned "loaners"** to limit the loss of both Corporate and personal data if the device is lost, stolen or confiscated by officials.
- [ ] **Perform a Full Device Backup** and secure with a strong password.
- [ ] **Scrub Unnecessary Data** - Delete unnecessary data and photos before traveling. Limit or minimize any data taken to include removable media such as CDs, DVDs and thumb drives. Under no circumstances should you travel with porn on your devices.
- [ ] **Install Full-Disk Encryption on Laptops.**
- [ ] **Update Data Protection Software** such as operating systems, anti-malware, anti-virus, security patches and others prior to departure.
- [ ] **Install Anti-Theft Applications -** All Apple and Android mobile devices manufactured after 2015 feature the ability to be remotely tracked, wiped and/or rendered inoperable if lost or stolen. A multitude of apps are available for both operating systems. Check the Google Play or Apple iTunes stores.
- [ ] **Password Protect All Devices** - Ensure the password meet standard complexity requirements. Uppercase characters (A - Z), lowercase characters (a - z), base 10 digits (0 - 9), non-albetic characters (!, $, #, %, etc..).
- [ ] **WiFi Hotspot Rental** - Consider renting a secure WiFi hotspot which are available in most developed countries. Use caution when connecting to public / unprotected wireless networks. Avoid entering credentials on such networks.
- [ ] **Install a Virtual Private Network (VPN) Application -** A VPN service m*ay* afford a basic level of security if you must utilize a public WiFi access point.

BEFORE YOU LEAVE

- [ ] **Register Your Trip** - Register your trip with the Dept. of State Smart Traveler Enrollment Program (STEP) to receive important info from the Embassy about safety conditions in your destination country; to help the Embassy contact you in local emergency; to help family and friends get in touch with you in an emergency. **https://step.state.gov/step/**
- [ ] **Inform a Trusted Friend or Family Member** - If you are leaving the country, it is important that a trusted individual at home is aware of your travel plans in case of an emergency.
- [ ] **Do Not Inform the World** - When you travel, do NOT inform the world by posting your pics and plans on social media. Thieves love it when you tell them you will be away. it's best to wait to post about your trip on social media until you return home.
- [ ] **Stop the Mail** - Stop delivery of the regular mail to your home. Thieves look for overflowing mail boxes and uncollected newspapers. The U.S. Postal Service will gladly stop deliveries while you are away. Sign up online: **https://holdmail.usps.com/holdmail/**
- [ ] **Sign Up for AlertsUSA** - The service will keep you informed via SMS messages of new security alerts, warnings, advisories, terror attacks, etc. while you are at home or abroad. **http://www.AlertsUSA.com**

During Travel

- [ ] **Disable Wi-Fi When Not in Use -** Some stores and other venues search for devices with Wi-Fi or Bluetooth enabled to track your movements when you're within range.
- [ ] **Disable Bluetooth When Not in Use** - Or set it to "hidden," *not* "discoverable"
- [ ] **Use "Airplane Mode"** - This will disable or suspend all connectivity.
- [ ] **Report Lost or Stolen Devices as Soon as Possible** to whomever it concerns. This might include your company, mobile provider, hotel, airline, insurance company and/or local authorities (who have a better chance to find stolen property if it is reported stolen quickly.
- [ ] **DO NOT USE STREET-SIDE MONEY CHANGERS** as you expose yourself to petty crime, not to mention the exchange rates are invariably poor. Find a bank for the most secure setting and best rates.
- [ ] **DO NOT USE ATMs ABROAD** unless you have no other option. Always try to work with a teller inside a bank. If you must use an ATM, only do so during daylight hours and ask a friend to watch your back. Also check the ATM for any skimming devices. Use your hand to cover the number pad as you enter your PIN.

Upon Returning Home

- [ ] **Notify your bank and credit card provider** of your return and review transactions.
- [ ] **Scan all devices, media and thumb drives** for malware, unauthorized access or other corruption. Do not connect to a trusted network until you have tested for malware.
- [ ] **After ensuring your devices are secure** and not compromised, change all business and personal passwords. If possible, make the changes using a device other than the one used during travel.
- [ ] **Continue to monitor** business and personal banking transactions for unauthorized use.

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