

## NATO CLASSIFIED MATERIAL BRIEFING STATEMENT - INTERNATIONAL COURIER

You are authorized to handcarry NATO classified documents across national frontiers between NATO nations. Please read and obey these instructions:

**a. Accounting for Documents:**

(1) The documents you will carry must be listed and you must check them against the list in front of the authorizing official. Leave a copy of the list with him or her or with your own office, as appropriate.

(2) If you have been authorized to carry the same documents with you on your return journey, you must check them against the list before you return.

**b. NATO Courier Certificate.** You will receive a NATO courier certificate bearing an authorizing official's signature and his or her stamp. Keep this certificate on your person.

**c. Sealing of Packages:**

(1) The authorizing official will seal your NATO official documents in a package. Ensure he or she places a specimen of the seal used on the courier certificate.

(2) If you open your package to use the documents, you must reseal it (and a specimen of the seal used placed on the courier certificate) for each stage of your journey which involves crossing a frontier.

(3) If you are carrying documents for someone else, the sealed package must bear the name and address of the sender and of the addressee.

**d. Container.** As soon as your package has been sealed, you must lock it in a briefcase and ensure the case has a label on it with identification and instructions to finder.

**e. Custody of Container.** Throughout your mission of carrying the documents, you must keep the container in your personal custody. Do not leave it in such places as hotel rooms, cabins of ships, safes, luggage office, or coin-operated luggage lockers.

**f. Travel:**

(1) You may not travel through non-NATO countries.

(2) You may not overfly countries with special security risks.

(3) You may not travel in ships or aircraft of countries with special security risks.

**g. Custody of Documents:**

(1) The documents may be handed over against receipt (which you should keep for 6 months) at any stage of your journey for safe custody or for return by secure means to your office to a qualified official of:

(a) A NATO command or agency.

(b) An embassy, a delegation, or mission of your own country.

(c) An embassy, a delegation, or a mission of another NATO nation.

(d) A contractor on a site for which you know that a NATO facility clearance exists for the classification of the documents.

(e) An authorized overnight depository on a US installation.

(2) If you lose your container, you must immediately seek the assistance of the local police in recovering it without disclosing that it contains NATO classified documents.

(3) If the documents pass inadvertently out of your personal control, even temporarily, you must immediately report the circumstances to the office of the authorizing official.

**h. Customs Search.** If a customs official wants you to open your sealed package, you must show him your courier certificate and claim exemption. If the customs official insists, open your package taking care to show only as much of the contents to satisfy him or her that the package contains only NATO documents. You should ask the customs official to reseal the package and to provide written evidence of the incident. You must make a full report to your security manager upon your return.

<b>DATE</b>	<b>SIGNATURE OF BRIEFING OFFICIAL</b>
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*I certify I have read and understand the instructions above which pertain to the handling of NATO classified documents in my custody while I am an official international courier.*

<b>DATE</b>	<b>SIGNATURE OF OFFICIAL COURIER</b>	<b>UNIT ADDRESS OF OFFICIAL COURIER</b>
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