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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| To be completed by all researchers (including PI’s) planning to visit the UK Arctic Station – following NERC project approval. **Please return to Iain Rudkin** [**iadk@bas.ac.uk**](mailto:iadk@bas.ac.uk) **and BAS External Visitors** [**externalvisitors@bas.ac.uk**](mailto:externalvisitors@bas.ac.uk) **as soon as possible.** Please note that Longyearbyen – Ny-Ålesund flight bookings and accommodation in Ny-Ålesund cannot be approved until visitor details forms are received by the Station Manager. | | | | | | | | | | | |
| NAME | |  | | | | | | DATE | |  | |
| ADDRESS (work) | | | |  | | | | | | | |
| TEL |  | | | FAX |  | | | | EMAIL | |  |
| ADDRESS (home) | | | |  | | | | | | | |
| TEL |  | | | MOBILE  TEL | | |  | | EMAIL | |  |
| PROJECT PI /LEADER | | | |  | | | | | | | |
| PERIOD IN NY-ÅLESUND | | | | FROM | |  | | | TO | |  |
| NEXT OF KIN: Name | | | |  | | | | | | | |
| NEXT OF KIN: Address | | | |  | | | | | | | |
| TEL |  | | | FAX |  | | | EMAIL | |  | |
| HAVE YOU RECEIVED RIFLE TRAINING IN NY-ÅLESUND? | | | | | | | | YES / NO | |  | |
| IF YOU HAVE RECEIVED RIFLE TRAINING IN NY-ÅLESUND  PLEASE PROVIDE A DATE. | | | | | | | | DATE | |  | |
| DO YOU HOLD A FIRST-AID CERTIFICATE VALID DURING  YOUR STAY IN NY-ÅLESUND? | | | | | | | | YES / NO | |  | |
| DATE OF BIRTH | | |  | | | | | | | | |
| PLEASE PROVIDE ANY ADDITIONAL DETAILS ON YOUR FIELD SKILLS AND PAST FIELD EXPERIENCE RELEVANT TO YOUR VISIT TO SVALBARD. | | | | | | | | | | | |