

**INTERNATIONAL DEPARTURE/CLEARANCE CERTIFICATE**  
**TO BE FULLY COMPLETED BY DIVISION ADMIN STAFF**

Initial visit to National Units/NMRs/SU (Military and National Civilian Component), J1-CHRM Bldg.102 Rm.221 (NATO International Civilians and LWR) and LWS Civilian Officer Bldg. 207 – Rm. 109 (LWS), **at least 10 working days prior departure**, in order to be well informed about the overall “out-processing” procedures. If you need more information please reach BSG-FSCEP/RGN in Bldg.210 Rm.104C (Fast Line).Out-processing form (SF52) is also available for download, at: <http://www.shape2day.com/arriving--leaving-shape/outprocessing/personel.aspx>

DATE/SIGNATURE/STAMP & NAME OF PERSON GRANTING CLEARANCE

RANK/GRADE	LAST NAME	FIRST NAME	NAT/SVC	DIVISION	PE POST NO	SHAPE ID CARD NO
CURRENT ADDRESS IN BELGIUM				NEXT MAILING ADDRESS		DEPARTURE DATE

**SECTION I - DIRECTORATES OR AGENCY certifies:**

1. a) The individual has been relieved of responsibility for all classified documents and divisional property.  
 b) The individual has been debriefed and has signed portion V of ACO Form 107 which is to be kept by the Division/Agency for 10 years after departure.  
 c) All International Evaluation Reports on subordinates, in accordance with AD 45-1, have been completed.  
 d) The individual has returned his office key to the DSO (Class II – Bldg 101 only).  
 e) Security pass holder has to report to pass office: YES/NO\*

STAMP NAME/SIGNATURE/DATE

**SECTION II – YOU MUST HAND CARRY THIS FORM TO THE AGENCIES LISTED BELOW: (Internship and participants to**

Volunteer program as do not have entitlements do not have to get clearance from the Min. Fin Custom/Vat, or from Housing Sec. as following points 1/2/3/ ).

1. **BELGIAN MIN FIN VAT/TVA certifies:** (Bldg.210 - Rm 103) Tue -Fri 0900 to 1200 hrs Tel 0257.62660 or Fax 0257.98294

**SPONSOR MUST BE IN POSSESSION OF THE ORIGINAL CAR REGISTRATION DOCUMENTS (BOTH PARTS)**

- a) TVA clearance has been completed.  
 b) Formalities for export/expedition of vehicle under temporary admission completed (= Document: VAT permission to dispose a car)

STAMP NAME/SIGNATURE/DATE

2. **BELGIAN MIN FIN CUSTOMS certifies:** (Bldg.210 - Rm. 111-A) Mon – Fri 0900 to 1300 hrs & 1400 to 1600 hrs – Tel 0257.64809

- a) ATV Form has been completed and all taxes paid.

- b) Formalities for export/expedition of vehicle under temporary admission completed.

STAMP  
 NAME/SIGNATURE/DATE

3. **BSG – FSCEP/HMS (Housing Management Section, Bldg.210-Rm.107) or SHAPE Domains (Bldg. 210 – Rm.101) certifies:**

Personnel living **in SHAPE village** must be cleared by SHAPE Domains

Personnel living **outside of SHAPE** village must be cleared by SHAPE Housing

The individual is cleared for SHAPE Village Housing or SHAPE Domains

STAMP NAME/SIGNATURE/DATE

4. **BSG- SHAPE Military Library- Mandatory only for security badge holder**

(Bldg 101 – Rm M118 – Ext. 4457)

STAMP NAME/SIGNATURE/DATE

**NOT REQUIRED AS LONG AS LIBRARY REMAINS CLOSED**

5. **BSG Security and Emergency Services – (Pass Office – Bldg. 102) certifies:**

Security Pass was deactivated.

STAMP NAME/SIGNATURE/DATE

**SECTION III – Ensure that you have cleared from the following :**

1. <b>BRANCH /DIVISION CIS POC</b>	STAMP
2. <b>NCIA SECTOR MONS LOGISTICS DEPARTMENT</b> (Bldg 117/Warehouse MON&WED&THU: 0900-1200, 1400-1700; TUE&FRI: Closed)	STAMP  NAME/SIGNATURE/DATE

3. <b>BSG Morale and Welfare Branch (MW)</b>	
A. <b>SHAPE International Library (Bldg 307).</b>  STAMP  NAME/SIGNATURE/DATE	B. <b>SHAPE Club (Bldg 903)</b>  STAMP  NAME/SIGNATURE/DATE

4. <b>BSG Infrastructure, Storage and Supply Branch (ISS)</b>	
A. <b>Property Accounting and Inventory Office - (Bldg. 214 Rm. 105)</b>  STAMP  NAME/SIGNATURE/DATE	B. <b>Transportation Section- Dispatch Office ( Bldg 225)</b>  STAMP  NAME/SIGNATURE/DATE

**SECTION IV – NATIONAL CLEARANCE BY NMRs /SU/ORGANISATIONS ADMINISTERED BY SHAPE /or C-HRM FOR CIVILIANS**

<b>NMR/SU for MILITARY PERSONNEL and NATIONAL CIVILIAN COMPONENT.</b>  CLEARANCE HAS BEEN COMPLETED.  DATE/STAMP/SIGNATURE	<b>LWR PERSONNEL (J1-CHRM - BLDG.102 – Rm. 221-220).</b>  CLEARANCE HAS BEEN COMPLETED.  DATE/STAMP/SIGNATURE
<b>NATO INTERNATIONAL CIVILIANS (NIC) (J1-CHRM - BLDG.102 – Rm. 221-220)</b>  CLEARANCE HAS BEEN COMPLETED.  DATE/STAMP/SIGNATURE	<b>LWS CIVILIAN PERSONNEL OFFICER (Bldg. 207 - Rm.109)</b>  CLEARANCE HAS BEEN COMPLETED.  DATE/STAMP/SIGNATURE

**SECTION V – BSG - FSCEP RGN – Bldg. 210-Rm 104C (Fast Line) - (Registration Section), certifies that the following SHAPE documents have been returned and that the individual has been cleared from APMS (NOTE: Police Report is needed for any lost documents).**

	<i>Date/Stamp/Signature</i>	<i>Remarks</i>
NATO ID Cards		
Special ID Cards		
Vehicle License Plates		
Belgian Special Id Card (when/if applicable)		

**I CERTIFY THAT THE ABOVE REPRESENTS A TRUE STATEMENT OF MY CLEARANCE. I HAVE INCURRED NO ADDITIONAL OBLIGATIONS SINCE MY CLEARANCE AND WILL PERSONALLY REPAY ANY OBLIGATIONS THAT MAY SUBSEQUENTLY COME TO LIGHT AFTER MY DEPARTURE.**

DATE: \_\_\_\_\_ SIGNATURE OF INDIVIDUAL \_\_\_\_\_

**FINAL INTERNATIONAL CLEARANCE**  
**BSG-FSCEP – RGN (Registration Section) - Bldg 210-Rm 104C (Fast Line).**

DATE/SIGNATURE/STAMP & NAME OF PERSON GRANTING CLEARANCE \_\_\_\_\_

## **GUIDELINES FOR OUT-PROCESSING**

### **SECTION I**

To fill in, stamped and signed by the directorate or agency you worked for during your tour on SHAPE.

### **SECTION II**

All offices below needs your visit and will check if all your duties in their branch are fulfilled.

1) Belgian Customs office: Bldg 210-111A Mon-Fri 0900 to 1300 & 1400 to 1600 (PM by appt only) Tel: 0257/ 52592,77874 or 64809

This office will check if your ATV form has been completed, all taxes have been paid and all formalities for export or expedition of your vehicles under temporary admission are completed.

2) VAT/TVA: Bldg 210-103 Tue & Wed 0900 to 1200-Thu 0900 to 1300  
ATV clearance has been completed.

3) FSCEP Registration Section: Bldg 210-110 Mon-Thu 0845 to 1200 & 1400 to 1700  
Fri 0845 to 1300

All formalities for export of vehicles under SHAPE system must be completed.

4) FSCEP Housing Section: All in Bldg 210

SHAPE DOMAINE: Room 101

Mon-Tue-Thu 0900-1300 & 1400-1500 Wed-Fri 0900-1300

For SHAPE village residents only, all final payments have to be made.

Rent / Water and utilities (if applicable): Room 105

0900-1300 & 1400-1700 - Fri until 1500

5) SHAPE FEDERAL POLICE: Bldg 210-108 same hours as the Registration Section  
Turn in all (whole family) your Belgian ID cards (old system).

6) BSG Security and Emergency Services – (Pass Office) Bld 102-118

Turn in all security badges

**SECTION III** – Ensure that you have cleared from the following (to be checked by NMR or Sup Unit). This section has to filled in for whom concerned but it is highly recommended to pass any way to avoid discussions afterwards.

**SECTION IV** –Clearance by NMRs or national organisations and SHAPE HRM for civilians

IT'S THE RESPONSIBILITY OF THE NATIONAL ORGANISATIONS OR SHAPE HRM THAT THEIR PEOPLE HAVE FULLFILLED ALL THEIR OBLIGATIONS.

### **SECTION V**

The last step in out processing is to bring the SF 52 together with all the ID-cards and ration cards from the sponsor and his dependants to the FSCEP RGN to make the final international clearance. Any lost or stolen cards must be justified by a declaration

done by the Federal Police (stolen), building 247 or a SF-16 done by the FSCEP RGN (lost).

During this last step you must sign the SF 52 which counts as a declaration that you fulfilled all your obligations and that if an issue comes up after your departure you will stay fully responsible. At last the clerks of FSCEP-RGN will give the final clearance, stamp and sign the SF 52 and provide you a copy.

**Now you are definitively out-processed.**