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| **1. Name of Detainee:** | **First Name** | **Surname** |
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| **2. Date and duration of proposed visit:** | **Date** (DD/MM/YYYY) | **Duration** |
|  | to |

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| **3. Visitor information** *(1)***:** | | |
| **A – Type of visitor**: | Close Relative | Other Visitor |
| If a Close Relative, please specify here:  Spouse or Partner  Parent  Child  Grandchild  Sibling (including half or step- siblings)  Grandparent  Son or Daughter-in-Law | Other Family Member  Friend / Acquaintance  Former work/business colleague  Kosovo government representative  Other, please specify: |
| **B – Name of visitor:** | First Name | Surname |
|  |  |
| **C – Previous names (if any):** |  | |
| **D – Date and place of birth:** | DD/MM/YYYY | Place/Country |
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| **E – Passport number, Expiration Date, and Issuing Country:** | Passport No.  Issuing Country:  Expiration Date (DD/MM/YYYY): | |
| **F – Address of permanent residence:** | Street Name:  Number:  Post Code:  City:  Country: | |
| **G – Address while in the Netherlands (or of country of stay during the visit):** | Street Name:  Number:  Post Code:  City:  Country: | |
| **H – Contact details:** | Telephone | Email *(if available)* |
|  |  |
| **I – Which languages do you speak *(in order to contact you)*?** |  | |

*(1) All visitors are required to complete this application form. If the visitor is a minor, the application form may be completed and signed by his or her parent or legal guardian.*

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| **4. Background information:** | | | |
| **A** – Have you ever been engaged in government or public service? | Yes | | No |
| If yes, please provide additional information, including where and in which capacity: | | | |
| **B** – Have you ever had any involvement in the media (*2*)? | Yes | | No |
| If yes, please provide additional information, including the form of media and in which capacity: | | | |
| **C –** Have you ever been found guilty of a crime in any country? | Yes | | No |
| If yes, provide details on the charges, the sentence, name and location of the penitentiary and the dates when you served your sentence: | | | |
| **D** – Have you ever been interviewed by the Specialist Prosecutor’s Office (SPO) or attended an interview with the SPO? | Yes | No | |
| If yes, please provide additional information, including when, where, and in which capacity: | | | |
| **E** – Have you ever been called as a witness in a matter before the Kosovo Specialist Chambers (KSC), or do you expect to be called as a witness in any matter before the KSC? | Yes | No | |
| If yes, please provide additional information, including which case and when: | | | |

*(2) Members of the media are asked to familiarize themselves with the Practice Direction on Media Communications.*

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| **5. Relationship to the Detainee:** | Family | Other |

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| **A** – Have you previously visited this Detainee? | Yes | No |

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| **B** – If yes, date of last visit: |  |
| **C** – Please answer the following questions **in detail**: | |
| 1. **Explain the exact nature of your relationship with the Detainee (please give sufficient detail; ‘cousin’ or ‘good friend’ are not sufficient):** | |
|  | |
| 1. **Specify the period of time in which you have known the Detainee in detail:** | |
|  | |
| 1. **Specify the frequency and the nature of your previous interactions with the Detainee:** | |
|  | |
| 1. **Please provide the reason(s) for your visit in detail:** | |
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| **6. Certification:** | **Name** | **Place & Date** | **Signature** |
| **By signing this application form, I certify that the information stated above is true and complete and does not contain any false statement or intentional or reckless omission.** | | | |
| **Visitor** |  |  |  |

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| **7. Documentation required:** | | | | |
| Please attach the following documentation to your application: | | | Picture page of passport *(3)* | |
| If applying for a Private Visit, please attach the following additional documentation to your application, as applicable: | | | | |
| for a spouse – a marriage certificate or equivalent legal document | for a registered partner – a civil union or civil partnership certificate or equivalent legal document | for a non-registered partner – corroboration of a non-marital relationship characterised by stability and continuity (e.g., a cohabitation agreement made by notarial deed or a signed statement from the partner outlining the history of the relationship) | | for a parental relationship – a birth or adoption certificate or equivalent legal document |

*(3) For Close Relatives applying for an annual permit, if the DMU cannot verify that you are a Close Relative based on the information provided in this form, the DMU may ask you to provide additional documentation to demonstrate your relationship.*

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| **8. Undertaking:** | | | | |
| I agree to abide by the Rules of Detention, including the Practice Direction on Visits and Communications, as well as the DMU Instruction on Visiting Procedures for Family Members and Other Personal Visitors and all other rules and regulations that govern visits with Detainees in the Detention Facilities. I understand that the website of the Kosovo Specialist Chambers ([www.scp-ks.org](https://www.scp-ks.org/en)) contains important information on detention, including the rules and regulations applicable to visits. If I cannot view these documents online, I understand that I can contact the Administrative Office of the Detention Management Unit for a hardcopy.  I undertake not to engage in any behaviour that could disturb safety, security, or good order in the Detention Facilities, be harmful to the prevention of disorder or crime, endanger the health of Detainees, or pose a threat to the health, safety, security, rights, or freedoms of others. This includes breaching the rules and regulations applicable to visits by bringing prohibited item(s) into the Detention Facilities or disclosing any information that could compromise the administration of justice or otherwise undermine the authority and mandate of the Kosovo Specialist Chambers.  I undertake not to dislcose any information not already in the public domain relating to:   1. any other Detainee; 2. staff of DMU in such a way that they, or persons associated with them, might be identified; 3. the layout, configuration, or physical description of the Detention Facilities, including the location of any Detainees within the Detention Facilities, or any rules and regulations related to the Detention Facilities; 4. judicial proceedings before the Kosovo Specialist Chambers, including any information classified as confidential or strictly confidential.   I acknowledge that any breach of the above undertaking, as well as any other breach of the rules and regulations governing the Detention Facilities, may result in restrictions on a Detainee’s visits and communications. | | | | |
| **Agreed by:** | **Name** | **Surname** | **Signature** | **Date** | |
| **Visitor** |  |  |  |  | |

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| **9. Additional information:** |
| Please ensure that an application form for each visitor is filled out completely, signed, and accompanied by the required documentation at least 15 calendar days before the requested visit. Please note that the Detainee you wish to visit must notify the Administrative Office that he or she wishes to have a visit with you at least 10 calendar days in advance of the visit.  Annual visiting permits are reserved for Close Relatives. Visitors who do not have an annual visiting permit are required to submit this application form each time they want to visit, along with the requested documentation. If a visitor wishes to see more than one Detainee, a separate application form must be submitted for each Detainee.  You are not required to supply the information requested in this application form. However, if you do not furnish the information or only part of the information requested, the processing of your request may be significantly delayed or your request may be denied. |

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| **10. Data Protection** |
| The Kosovo Specialist Chambers is committed to meeting the highest standards when collecting and using personal information. The privacy notice on the website of the Kosovo Specialist Chambers ([www.scp-ks.org](https://www.scp-ks.org/en)) tells you what to expect when the Kosovo Specialist Chambers collects personal information. If you cannot view the privacy notice online, you may contact the Administrative Office of the Detention Management Unit for a hardcopy. |

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| **11. Submission:** |
| Please forward completed applications to the Administrative Office of the Detention Management Unit:  *by e-mail as a PDF (preferable):*  [visitors-DMU@scp-ks.org](mailto:visitors-DMU@scp-ks.org)  *by mail:*  Detention Management Unit  Pompstationsweg 32  2597 JW The Hague, Netherlands  To confirm whether your visit has been granted please e-mail or call  (no sooner than 7 days from the date of submission of your application):  [visitors-DMU@scp-ks.org](mailto:visitors-DMU@scp-ks.org) or tel. +31-(0)708001006 |

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| **12. Permission by the Chief Detention Officer:** | | | |
| Date received by DMU  *(and whether received via email, mail, or other)*: |  | | |
| Granted | If denied, the reason:  Please see the attached decision letter | | |
| Denied |
| **Chief Detention Officer** | **Name** | **Date** | **Signature** |
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