**Delayed Visit Form**

**Instructions:**

The following form can be used to assist in recording a delay during a visit. If more information is necessary to explain the event, you can attach it to this form.

**General Information**

|  |  |
| --- | --- |
| Vessel:  | Lloyd’s Number:  |
| Port:  | Berth:  |
| Contact Person:  | Title:  |
| Phone:  |
| E-mail: |
| Fax: |

**Description of the Delay**

|  |
| --- |
| Date and time of the start of the delay:  |
| What caused the delay? |
| Contact information for the government officer involved in the delay |
| Additional information: |
| Date and time the delay was resolved: |