



## FAQ - frequently asked questions

# Travel Admin

Online-Registrierung von Auslandsreisen  
Enregistrement en ligne de voyages à l'étranger  
Registrazione quando si viaggia all'estero  
Online Registration when travelling abroad

### **How do I register?**

1. Start the website [www.traveladmin.ch](http://www.traveladmin.ch) and click "here" on the indication *Login / Register new account* upper left.
2. You are redirected to a new page on the FDFA website.
3. If you are already register : enter your mail address and your password and click "Login"  
If you are not register : click "Register new account". Enter your mail address and click "Register"
4. You will receive an email. Click "Confirm Registration"
5. Enter a new password and complete *title, first name and surname*. Click "Finish"
6. Next, please enter your personal data and that of the persons travelling with you, an emergency address and your places of stay.
7. Because the data you have entered will be immediately available to the FDFA you do not need to inform the FDFA that you have registered. By registering, you declare that you agree to receive the security information of the FDFA and the representation abroad concerned.

### **Will those travelling with me also be informed in the event of a crisis?**

Those travelling with you will also be informed if they have registered with their own email address or mobile phone number.

### **How do I enter my Swiss or foreign phone number?**

Enter your complete phone number with "+" (international code for 00) followed by the country code and telephone number. Examples: +41 79 123 45 67 or +1 415 123 45 67.

### **Can I enter several places of stay?**

There is no limit to the number of places of stay you can enter. You can enter all of your intended places of stay in one country or in several countries (depending on your travel plans).

### **Will my emergency contact person be informed in the event of a crisis?**

We will only contact your emergency contact person if we cannot send you a message or otherwise contact you in the event of a crisis.

**Do I also have to register with the embassy?**

The data you register will also be available in the event of crisis to the Swiss embassy or consulate-general in the region you are staying to make it easier for them to locate or contact you. You do not need to register with the embassy as well.

**How long does my registration stay active?**

Your travel details will be deleted 30 days after your return. Your account with email address and password remains open so you can register your next journey. If you do not use your account for two years, it will also be deleted.

**Can I change my data myself if my plans change?**

Yes. Make any changes immediately and always keep your travel and contact details, especially email address and phone numbers, up to date.

**Can I take my itinerary with me?**

You can complete your itinerary with the details of your trip, print it ("print data") and give copies to your family.

**What happens to my personal data?**

Your data remain confidential and are only used to locate and contact you in the case of a crisis.

Have a good trip!