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| **ANNEX, APPENDIX 3**Pielikuma 3.papildinājums**DIC FORM GUIDE**General instructions• This form has to be filled in English.• Use capital letters.Guide for each item to be inserted:1. Reference number of this document. One reference number refers to a single document.
2. Amendment to an already issued document.
3. State for which the respective column applies.
4. Insert a 'X' if a DIC request is made to the state specified in column (3).
5. Insert a 'X' if a DIC notification is made to the state specified in column (3).
6. Insert a 'X' if the intention is to land in the state specified in column (3).
7. Insert a 'X' if the flight is carrying dangerous goods (DG). Details for the DG's are to be inserted in Appendix 2
8. Insert a 'X' if this document is an amendment to an existing DIC clearance document issued before.
9. Insert a 'I' if IFR, a 'V' if VFR, a 'Y' if IFR changing to VFR and a 'Z' if VFR changing to IFR.
10. Insert a 'X' if a DIC number already exists for the respective issue.
11. International subject requesting the issues towards the states mentioned in column (3).
12. Enter appropriate ICAO designator (i.e. C130, F16, etc.). If no designator has been assigned (or for formation flights comprising more than one type aircraft), indicate 'ZZZZ' and specify the aircraft type(s) in item (30).
13. Insert the aircraft registration number.
14. If a spare aircraft is assigned for the mission, specify type and registration number.
15. Insert the mission call sign.
16. Insert the total number of crew members.
17. Insert the rank and name of the pilot in command.
18. Indicate whether or not the aircraft will be equipped with photographic sensors and/or cameras. If the answer is YES, specify the type in item (30).
19. Indicate whether or not the aircraft will carry any type of armament. If the answer is YES, specify the type in item (30).
20. Indicate whether or not the aircraft will be equipped with electronic warfare equipment. If the answer is YES, specify the type in item (30).
21. Indicate the date of flight in following format: DD MMM YY, HHMM Z.
22. Indicate the purpose of the flight (i.e. participation to an exercise TLP/Red Flag/…, Logistic flight in support of…, Flight to support Operation XYZ, etc.).
23. Indicate the departure airfield. If no identifier has been assigned, indicate 'ZZZZ' and specify the airport name in item (30).
24. Indicate all airfields at which a landing is anticipated, including stop overs and intermediate destinations. If no identifier has been assigned, indicate 'ZZZZ' and specify the airport name in item (30).
25. Indicate all airfields to be used as alternate airfields for the entire mission.
26. If requested, indicate which radio frequencies will be used while transiting or landing in certain states.
27. Indicate the total number of passengers. If some/all passengers are leaving the aircraft, specify in item (30).
28. Indicate the title/rank and name of any VIP on board.
29. Dangerous goods details are to be inserted in Appendix 2.
30. Remarks field.
31. Indicate the rank, name and first name of the POC to be contacted for questions related to the request/notification.
32. Indicate the telephone number of the POC to be contacted for questions related to the request/notification.
33. Indicate the e-mail address of the POC to be contacted for questions related to the request/notification
34. Indicate the fax number of the POC to be contacted for questions related to the request/notification.
35. State issuing the DIC number.
36. Indicate the DIC number.
37. State to be overflown.
38. Indicate the entry point and timing or airfield + ETD (DD MMM YY, HHMM Z).
39. Indicate which route will be flown. Alternate routes must be clearly identified by 'ALTERNATE ROUTE'.
40. Indicate the exit point and timing or airfield + ETA (DD MMM YY, HHMM Z).
41. Indicate the UN number.
42. Indicate the proper shipping name.
43. Indicate the class or division.
44. Indicate the gross weight.
45. Indicate the total net quantity.
46. For Class 1 only, indicate the total Net Explosive Quantity
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