

**NOVA SCOTIA PUBLIC PROSECUTION SERVICE**  
**WITNESS FEE**  
**AIR TRANSPORTATION APPROVAL FORM**

This form must be completed for any witness where it is proposed to have the witness travel by air to attend court. The Crown Attorney with conduct of the case is responsible for completing and signing this form:

**NAME OF ACCUSED:** \_\_\_\_\_

**NATURE OF CHARGES:** \_\_\_\_\_

**COURT LOCATION:** \_\_\_\_\_

**COURT DATE(s):** \_\_\_\_\_

**WITNESS NAME:** \_\_\_\_\_

**WITNESS TO TRAVEL FROM:** \_\_\_\_\_

**PROPOSED DATE(s) OF TRAVEL: (Arrival & Departure)** \_\_\_\_\_

**ANTICIPATED COST:** \_\_\_\_\_

Crown Attorneys should request air transportation approval only where the case is definitely proceeding to a hearing, the witness is essential to the Crown's case and it is in the public interest that the case proceed.

Crown Attorneys shall contact the defence prior to completing Form W-3 to ensure the case is proceeding. This requirement doesn't apply when the accused is unrepresented.

\_\_\_\_\_  
**CROWN ATTORNEY**

\_\_\_\_\_  
**APPROVED - CHIEF CROWN ATTORNEY or DELEGATE**



This form is to be attached to the invoice from the travel agency (or the witness fee claim form where the witness paid the fare and sought re-imburement) and sent to:

Gordon Brown, Public Prosecution Service, Suite 1125 Maritime Centre, 1505 Barrington Street, Halifax, NS B3J 3K5