

**U.S. DEPARTMENT OF STATE  
OFFICE OF THE CHIEF OF PROTOCOL  
EXPEDITED PORT CLEARANCE REQUEST FORM**

The Mission of \_\_\_\_\_ presents its compliments to the Department of State, Office of Protocol, and wishes to refer to the following visit request for:

1. Name \_\_\_\_\_

(FIRST) (LAST)

2. Title: \_\_\_\_\_

**3. FIRST Port of Entry into the United States:**

a. Commercial Air Carrier Name and Flight #:	b. Arrival date:	c. Arrival time: (am or pm)
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I. For Special (Private) Flights: (fill in II-VI)	II. Type of Aircraft (Make/Model):
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III. Tail #:	IV. Call Sign:	V. Arrival date:	VI. Arrival time: (am or pm)
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**4. Continuing to Washington, D.C.: (Chiefs of State /Heads of Governments or Foreign Ministers-ONLY)**

a. Commercial Air Carrier or Private:	b. Arrival date:	c. Arrival time: (am or pm)
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**5. Over Flight Clearance Notification for Private Aircraft:** *Please contact the U.S. Department of State Office of International Security and Peacekeeping Operations for flight clearance into U.S. airports and for over flight relocation requirements. Advance notification of 72 hours is required. (Mr. Scott Paige/Mr. Alf Cooley)*

*Tel. (202) 736-7158, Fax (202) 647-4055)*

**6. Security and Protection:**

For Chiefs of State/Heads of Government: Will you request U.S. Government Security Protection from U.S. Secret Service? J  YES  NO

For Foreign Ministers: Will you request U.S. Government Security Protection from State Department Diplomatic Security Service?  YES  NO

**7. Greeters:**

*Per U.S. Government regulations, there is a maximum of two (2) greeters allowed in the Government inspection area for all arrivals.*

a. Name:	Title: _____
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b. Name:	Title: _____
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**8. Embassy Travel/Document Coordinator:** (For passports, visas, I-94 Forms, Customs and Border Protection Declarations, and baggage stubs):

a. Name/Title:	b. Tel:	c. Fax:
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**9. Armed Security: If armed security personnel accompany the dignitary, U.S. Secret Service or Diplomatic Security Service must be notified 72 hours in advance.**

PLEASE NOTE: THE AMBASSADOR OR THE CHARGE D'AFFAIRES IS REQUIRED TO SIGN BELOW TO CERTIFY THAT THE ACCOMPANYING SECURITY PERSONNEL ARE TRAINED AND PROFICIENT IN THE USE OF THE WEAPONS THAT THEY CARRY, THAT THEY ARE ABLE TO COMMUNICATE IN ENGLISH, THAT THEY WILL CARRY WEAPONS ONLY WHEN ACCOMPANYING THE DIGNITARY AND THEY WILL SECURELY STORE THEIR WEAPONS WHEN NOT ON DUTY.

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

AMBASSADOR/CHARGE D'AFFAIRES

Please indicate for each security officer:

<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>



UNITED STATES OFFICE OF PROTOCOL DEPARTMENT OF STATE EXPEDITED PORT CLEARANCE REQUEST FORM			
11. <b>DEPARTURE INFORMATION</b> (Chief of State/Head of Government or Cabinet Ranked member ONLY): <i>Please provide departure information to help facilitate departure from commercial airports. (Note: A farewell committee is not permitted beyond the security screeners at commercial airports)</i>			
<b>1. Name:</b>  <div style="text-align: center;">(FIRST) (LAST)</div>			
<b>2. Title:</b>			
<b>3. <u>Departure Port</u> from the United States:</b>			
<b>a. Commercial Air Carrier Name and Flight #:</b>		<b>b. Departure date:</b>	<b>c. Departure time: (am or pm)</b>
<b>I. For Special (Private) Flights:</b> (Fill in II-VI)		<b>II. Type of Aircraft (Make/Model):</b>	
<b>III. Tail #:</b>	<b>IV. Call Sign:</b>	<b>V. Departure date:</b>	<b>VI. Departure time: (am or pm)</b>

**NOTE: The above information is for Department of State Protocol purposes only. The Transportation Security Administration of the Department of Homeland Security will accept requests for airport Departure Screening Courtesies "on-line" via computer e-mail only.**

Please refer to the U.S. Mission circular note number HC-08-05, dated February 4, 2005, or visit our website at: [www.usunnewyork.usmission.gov/Issues/hc.html](http://www.usunnewyork.usmission.gov/Issues/hc.html), for additional instructions and information. Missions may also call the Host Country Affairs Section of the United States Mission to the United Nations at 212 415-4131 for assistance.